



**WILKES**  
COMMUNITY  
COLLEGE  
**DESTINATION  
SUCCESS**

# 2013-2014 Catalog





# WILKES COMMUNITY COLLEGE

Catalog 2013-2014

Volume XXXII



1328 South Collegiate Drive  
P.O. Box 120  
Wilkesboro, North Carolina 28697-0120  
Telephone (336) 838-6100  
Toll Free 1-(866)-222-1548  
Fax number (336) 838-6277  
Admissions Office (336) 838-6135  
Admissions Office Fax (336) 903-3210  
Website: [www.wilkescc.edu](http://www.wilkescc.edu)



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All information printed herein is subject to change without notice. The most current information is available in the online catalog, which can be accessed at [www.wilkescc.edu](http://www.wilkescc.edu).

# College Calendar

## School Year 2013-2014

### Fall Semester 2013

June 17-June 21	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Fall Semester.
June 17-August 15	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Fall Semester
July 9-July 26	New Student <sup>4</sup> Orientation & Registration* for Fall Semester
July 22-July 26	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Fall Semester; Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Fall Semester
August 14, Wednesday (9 am - 4 pm)	Late Registration for Fall Semester
August 15, Thursday (9 am - 7 pm)	Late Registration for Fall Semester
August 15, Thursday	Last Day to Withdraw to Receive a 100% Refund
August 19, Monday	First Day of Classes Fall Semester
August 19-August 21	Drop/Add Period
August 19-October 17	First Session Fall Semester
August 28, Wednesday	Last Day to Withdraw to Receive a 75% Refund. (After this date no refund is given)
September 2-September 3	Labor Day Holiday
September 4, Wednesday	Classes Resume
October 7-October 8	Fall Break
October 9, Wednesday	Classes Resume
October 18-December 17	Second Session Fall Semester
October 28-November 8	Advising for Currently Enrolled <sup>1</sup> Students for Spring Semester
October 31, Thursday	Last Day to Withdraw from a Class
November 11-November 15	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Spring Semester
November 18-November 22	New Student <sup>4</sup> Orientation & Registration* for Spring Semester

November 18-November 22	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Spring Semester; Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Spring Semester
November 27-November 29	Thanksgiving Holiday
December 2, Monday	Classes Resume
December 12-January 3	Online Registration for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Spring Semester
December 17, Tuesday	Last Day of Classes Fall Semester
*Placement test must be completed prior to scheduling an appointment for orientation and registration.	

**Spring Term 2014**

October 28-November 8	Advising for Currently Enrolled <sup>1</sup> Students for Spring Semester
November 11-November 15	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Spring Semester
November 18-November 22	New Student <sup>4</sup> Orientation & Registration* for Spring Semester
November 18-November 22	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Spring Semester; Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Spring Semester
December 12-January 6	Online Registration for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Spring Semester
January 6, Monday (9 am - 7 pm)	Late Registration for Spring Semester
January 6, Monday	Last Day to Withdraw to Receive a 100% Refund
January 8, Wednesday	First Day of Classes Spring Semester
January 8-January 10	Drop/Add Period
January 8-March 5	First Session Spring Semester
January 17, Friday	Last Day to Withdraw to Receive a 75% Refund. (After this date no refund is given)
January 20, Monday	Martin Luther King, Jr. Holiday
January 21, Tuesday	Classes Resume

March 6-May 13	Second Session Spring Semester
March 12-March 14	Spring Break/Snow Make-Up Days**
March 17, Monday	Classes Resume
March 17-March 28	Advising for Currently Enrolled <sup>1</sup> Students for Summer Term and Fall Semester
March 24, Monday	Last Day to Withdraw from a Class
March 31-April 2	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Summer Term
April 3-April 4	New Student <sup>4</sup> Orientation & Registration for Summer Term.
April 3-April 4	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Summer Term; Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Summer Term
April 7-April 11	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Fall Semester
April 18-April 27	Easter Holiday/Merlefest-No Classes
April 28, Monday	Classes Resume
May 13, Tuesday	Last Day of Classes Spring Semester
May 15, Thursday (6:00 pm)	Graduation

\*\*Designates built-in make-up days. March 12 – 1st make-up day.

### **Summer Term 2014**

March 31-April 2	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Summer Term
April 3-April 4	New Student <sup>4</sup> Orientation & Registration* for Summer Term
April 3-April 4	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Summer Term; Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students For Summer Term
May 29, Thursday (9 am – 7 pm)	Late Registration for Summer Term
June 2, Monday	First Day of Classes Summer Term
June 2, Monday	Drop/Add Period
June 2-June 27	First Session Summer Term

June 16-June 20	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Fall Semester.
June 16-August 18	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Fall Semester
June 18, Wednesday	Last Day to Withdraw from a First Session Class
June 30-July 4	Summer Break
July 7, Monday	Classes Resume
July 7-August 1	Second Session Summer Term
July 8-July 25	New Student <sup>4</sup> Orientation & Registration* for Fall Semester
July 11, Friday	Last Day to Withdraw from a Summer Term Class
July 21-July 25	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Fall Semester.
July 23, Wednesday	Last Day to Withdraw from a Second Session Class
August 1, Friday	Last Day of Classes Summer Term

\*Placement test must be completed prior to scheduling an appointment for orientation and registration.

## School Year 2014-2015

### Fall Semester 2014

June 16-June 20	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Fall Semester.
June 16-August 18	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Fall Semester
July 8-July 25	New Student <sup>4</sup> Orientation & Registration* for Fall Semester
July 21-July 25	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Fall Semester.
August 15, Friday (9 am - 4 pm)	Late Registration for Fall Semester
August 18, Monday (9 am - 7 pm)	Late Registration for Fall Semester



August 18, Monday	Last Day to Withdraw to Receive a 100% Refund
August 20, Wednesday	First Day of Classes Fall Semester
August 20-August 22	Drop/Add Period
August 20-October 15	First Session Fall Semester
August 29, Friday	Last Day to Withdraw to Receive a 75% Refund (After this date no refund is given)
September 1, Monday	Labor Day Holiday
September 2, Tuesday	Classes Resume
October 16-October 17	Fall Break
October 20, Monday	Classes Resume
October 20-October 31	Advising for Currently Enrolled <sup>1</sup> Students for Spring Semester
October 20-December 17	Second Session Fall Semester
October 31, Friday	Last Day to Withdraw from a Class
November 3-November 7	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Spring Semester
November 10-November 14	New Student <sup>4</sup> Orientation & Registration* for Spring Semester
November 10-November 14	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Spring Semester.
November 10-December 4	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Spring Semester
November 26-November 28	Thanksgiving Holiday
December 1, Monday	Classes Resume
December 11-January 5	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Spring Semester
December 17, Wednesday	Last Day of Classes Fall Semester

\*Placement test must be completed prior to scheduling an appointment for orientation and registration.

### **Spring Term 2015**

October 20-October 31	Advising for Currently Enrolled <sup>1</sup> Students for Spring Semester
November 3-November 7	Priority Online Registration for Currently

November 10-November 14	Enrolled <sup>1</sup> Students for Spring Semester New Student <sup>4</sup> Orientation & Registration* for Spring Semester
November 10-November 14	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Spring Semester.
November 10-December 4	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Spring Semester
December 11-January 5	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Spring Semester
January 5, Monday (9 am - 7 pm)	Late Registration for Spring Semester
January 5, Monday	Last Day to Withdraw to Receive a 100% Refund
January 7, Wednesday	First Day of Classes Spring Semester
January 7-January 9	Drop/Add Period
January 7-March 4	First Session Spring Semester
January 16, Friday	Last Day to Withdraw to Receive a 75% Refund (After this date no refund is given)
January 19, Monday	Martin Luther King, Jr. Holiday
January 20, Tuesday	Classes Resume
March 5-May 13	Second Session Spring Semester
March 9-March 13	Spring Break/Snow Make-Up Days **
March 16, Monday	Classes Resume
March 23-April 2	Advising for Currently Enrolled <sup>1</sup> Students for Summer Term and Fall Semester
March 25, Wednesday	Last Day to Withdraw from a Class
April 3-April 6	Easter Holiday
April 7, Tuesday	Classes Resume
April 7-April 8	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Summer Term
April 9-April 10	New Student <sup>4</sup> Orientation & Registration* for Summer Term
April 9-April 10	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Summer Term; Online Registration available for



April 13-April 17	Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Summer Term
April 22-April 26	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Fall Semester
April 27, Monday	MerleFest-No Classes
May 13, Wednesday	Classes Resume
May 15, Friday (6:00 pm)	Last Day of Classes Spring Semester
	Graduation

\*\*Designates built-in make-up days. March 9 – 1st make-up day.

### **Summer Term 2015**

April 7-April 8	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Summer Term
April 9-April 10	New Student <sup>4</sup> Orientation & Registration* for Summer Term
April 9-April 10	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Summer Term; Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Summer Term
April 13-April 17	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Fall Semester
May 28, Thursday (9 am – 7 pm)	Late Registration for Summer Term
June 1, Monday	First Day of Classes Summer Term
June 1, Monday	Drop/Add Period
June 1-June 26	First Session Summer Term
June 15-June 19	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Fall Semester
June 15-Late Registration August 2015	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Fall Semester
June 17, Wednesday	Last Day to Withdraw from a First Session Class
June 29-July 3	Summer Break
July 6, Monday	Classes Resume
July 6-July 31	Second Session Summer Term
July 7-July 17	New Student <sup>4</sup> Orientation & Registration*

	for Fall Semester.
July 10, Friday	Last Day to Withdraw from a Summer Term Class
July 20-July 24	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Fall Semester;
July 22, Wednesday	Last Day to Withdraw from a Second Session Class
July 31, Friday	Last Day of Classes Summer Term

\*Placement test must be completed prior to scheduling an appointment for orientation and registration.

**<sup>1</sup>Currently Enrolled Student:** A student who is enrolled during the current semester/term.

**<sup>2</sup>Currently Admitted Student:** A student who was enrolled during one of the two most recent semesters prior to the semester or term for which he or she is planning to register. (Example: A student must have been enrolled Spring 2013 or Fall 2013 in order to participate in the "Currently Admitted Student" registration period for Spring 2014. Note: Prior summer term enrollment is not considered when determining student status for a registration period.)

**<sup>3</sup>Readmitted Student:** A student who has not been enrolled for two or more consecutive semesters. The student must apply for readmission to the college and must meet with an academic advisor prior to participating in online registration. Students who have not been enrolled for three or more years must attend a new student orientation session. (Example: A previous WCC student who was not enrolled Spring 2013 or Fall 2013 must apply for readmission for the Spring 2014 registration period. Note: Prior summer term enrollment is not considered when determining student status for a registration period.)

**<sup>4</sup>New Student:** An entering student, including first time degree seeking students, students transferring from another institution, and students who were concurrently enrolled in high school and college. A new student must attend a new student orientation session prior to being registered for classes.



## Accreditations

### **Southern Association of Colleges and Schools Commission on Colleges**

Wilkes Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Wilkes Community College.

The Wilkes Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
(727) 210-2350

The Wilkes Community College Respiratory Therapy Program holds Initial Accreditation from the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)).

Commission on Accreditation for Respiratory Care  
1248 Harwood Road  
Bedford, Texas 76021-4244  
(817) 283-2835

Commission on Dental Accreditation

National Automotive Technicians Education Foundation, Inc.

North Carolina Board of Nursing

North Carolina Criminal Justice Education and Training Standards Commission

North Carolina Sheriff's Education and Training Standards Commission

North Carolina State Board of Cosmetic Examiners

### **Member**

North Carolina Community College System

American Association of Community Colleges

August 2013  
Wilkes Community College  
Wilkesboro, NC

Affirmative Action/Equal Opportunity Institution of Higher Education

## History

In 1963, the North Carolina General Assembly passed the Community College Act creating a system of comprehensive community colleges and technical institutes. In September 1964, the people of Wilkes County approved the establishment of a community college through a bond vote for construction of facilities and a tax authorization for the operation of the college. Wilkes Community College was approved by the State Board of Education on October 1, 1964.

The first Board of Trustees was sworn into office on January 15, 1965, and the name “Wilkes Community College” was officially adopted on that date. This board employed Dr. Howard E. Thompson as the college’s first president, and he served from March 5, 1965, to June 30, 1977. He was followed by Dr. David E. Daniel, July 1, 1977, to April 2, 1989; Dr. H. Edwin Beam, interim president, April 3, 1989, to July 16, 1989; Dr. James R. Randolph, July 17, 1989, to July 7, 1995; Dr. Swanson Richards, interim president, July 8, 1995, to February 29, 1996; and Dr. Gordon G. Burns, Jr., the college’s current president who assumed duties on March 1, 1996. In 1990, the Board of Trustees was expanded to include two trustees from each of Alleghany and Ashe counties, making a total of 16 trustees plus the Student Government Association president.

Thompson, Hayes, and Lovette Halls, the first buildings on the Wilkes County campus on Collegiate Drive in Wilkesboro, were occupied on April 1, 1969. Since then, the college has expanded with more buildings for classrooms and offices. These include the Power Mechanics building in 1978, the Continuing Education building in 1981, and the John A. Walker Community Center, a convention center and cultural arts complex, in 1984. Daniel Hall was added in 1989; the Doc and Merle Watson Theater in 1990; the Beacon Building, purchased in 1994; WCC Alumni Hall, completed in 1998; the Horticulture Complex in 2005; and Lowes Hall, which was occupied in spring of 2007. These facilities make up the current eleven buildings and 151.7 acres of the Wilkes campus.

The college also has an Alleghany County center in Sparta and an Ashe County campus in Jefferson, elevating WCC to multi-campus status in 2008. In 2009, an addition to Daniel Hall on the Wilkes Campus provided classroom and lab space for an applied technology center, and classroom space was added through renovation and an expansion of the shipping and receiving building. Also in 2009 the Wilkes Early College High School opened on the Wilkes Campus. In 2011, Randolph Hall was expanded to add a fitness center. An Automotive Technology Complex is under construction and scheduled for completion by September 2015.

Apprenticeship training courses were the first to be offered and began in September 1965. Part-time business technology programs began in December 1965. The first one-year diploma program, Practical Nurse Education, began March 7, 1966. On September 15, 1966, students were admitted to full-time status in Associate in Arts and Associate in Applied Science Degree programs.

In August 1997, the college completed the redesign of all its curricula and began issuing credits based upon semester hours. Course offerings over the Internet began in spring 1998 and offerings through the North Carolina Information Highway began in fall 1999.



## **Purpose Statement**

Wilkes Community College, a member of the North Carolina Community College System, is a public, two-year, open-door institution serving the people of Wilkes, Ashe, and Alleghany counties and beyond.

*Wilkes Community College enhances the quality of life through*

- quality education and workforce development, including basic skills, occupational, technical and pre-baccalaureate programs;
- economic development services to business and industry, both public and private; and
- community development through a variety of services, cultural activities and recreational opportunities.

### **Values**

The college's vision is grounded in the statement of purpose and is guided by the institutional values of **caring, collaboration, creativity, engagement, and responsibility.**

### **Vision**

Wilkes Community College provides programs, resources, and services which create quality educational, economic development, and cultural opportunities.

Wilkes Community College aspires to be an effective learner-centered educational institution and a dynamic learning organization

# Performance Measures

## Wilkes Community College 2012

The State Board of Community Colleges and the North Carolina General Assembly have established eight performance measures and standards for North Carolina Community Colleges. Performance data from the 2012 Critical Success Factors report are located in the table below. WCC met all of the eight measures in 2012.

<b>Performance Measure</b>	<b>Standard</b>	<b>System Average</b>	<b>WCC</b>	<b># of Colleges Meeting Standard</b>
Progress of Basic Skills Students	NA	NA	NA	NA
Passing Rates on Licensure/ Certification Exams for First-Time or Greater Test Takers	Aggregate=80% (None < 70% for Exceptional Institutional Performance)	Aggre. =87%	Aggre. =80% 0 Exams <70%*	47 36
Performance of College Transfer Students	83% (88% for Exceptional Institutional Performance) (83%)	88%	87%	43*
Passing rates in developmental courses	75% "C" or Better	80%	84%	48
Success rates of developmental students in subsequent college-level courses	80%	87%	93%	53
The level of satisfaction of students who complete programs and those who do not complete programs	90% of Combined Respondents will Report Satisfaction with College's Programs and Services	96%	97%	58
Curriculum student retention and graduation	65% of the Fall Cohort will Complete or Still be Enrolled	67%	70%	48
Client Satisfaction with customized training	90%	95%	97%	58

*\*43 colleges met the 83% standard; 28 colleges met or exceeded the performance of native UNC sophomores and juniors (88%).*



# Admissions

Wilkes Community College operates under an “open door” admission policy. Admission is open to any individual who is a high school graduate or at least 18 years of age. Students are admitted regardless of race, national origin, religion, sex, handicap, age or political affiliation. High school students and home school applicants who are juniors and seniors may be admitted into college credit and continuing education courses in accordance with the Career and College Promise policies adapted by the state of NC.

High school graduation or equivalency is required for admission to associate degree, diploma, and certificate programs. Completion of an associate’s degree or bachelor’s degree can be used to satisfy admission requirements in lieu of high school credentials. Exceptions for enrollment in diploma and certificate programs may be made on an individual basis for non-high school graduates who are 18 years or older and have demonstrated the ability to benefit as determined by an accepted placement test instrument. Applicants who possess certificates of attendance from the public schools will be limited to admission in diploma and certificate programs. Wilkes Community College offers free Basic Skills programs to help adults obtain a diploma or high school equivalency certificate. The College accepts applications continuously throughout the school year. Early application is advised for many programs.

Admission to the college does not necessarily mean admission to the curriculum or program desired by the applicant or guarantee continued enrollment in the college. While admission is open to all adult citizens, some programs of study require the individual to meet certain standards or to have taken certain courses before being accepted into the program. Students who do not meet these standards may be required to enroll in a program to strengthen skills in specific areas or to take additional developmental, remedial or preparatory courses. Certain sequenced courses must be taken in the order indicated in the college catalog. Admission to some health technology programs is competitive among qualified applicants according to established criteria.

The college reserves the right to limit enrollment in a curriculum to a number that can be accommodated by the resources of the college. In addition, the college reserves the right to refuse admission to any applicant during any period of time that the student is suspended or expelled from another college or educational entity for non-academic disciplinary reasons.

## College Opportunities for High School Students

High school students may take eligible college-level courses through the North Carolina Career and College Promise program. Under this program, high school juniors and seniors may enroll in a College Transfer Pathway or in a Career/Technical Education Pathway.

To qualify for enrollment in the College Transfer Pathway, students must meet the following requirements:

- Be a high school junior or senior;
- Have at least a 3.00 cumulative grade point average in their high school courses;
- Demonstrate college readiness in Reading, English and Math on an approved assessment or placement test;
- Make progress toward high school graduation and maintain at least a 2.00 GPA in college coursework after completing two courses.

To qualify for enrollment in the Career/Technical Education Pathway, students must meet the following requirements:

- Be a high school junior or senior;
- Have at least a 3.00 cumulative grade point average in their high school courses or have the recommendation of the high school principal;
- Meet course prerequisites;

- Make progress toward high school graduation and maintain at least a 2.00 GPA in college coursework after completing two courses.

For additional information about the NC Career and College Promise program please contact Wilkes Community College or visit the following websites:

- <http://www.careercollegenc.org/>
- <http://www.nccommunitycolleges.edu/programs/ccp.htm>

## Enrollment Procedures

1. Submit an online application for admission found on the college website at [www.wilkescc.edu/admissions](http://www.wilkescc.edu/admissions) or through the College Foundation of North Carolina website at [www.cfnc.org](http://www.cfnc.org).
2. Request that an official high school transcript or equivalent be mailed to the Admissions Office after graduation. Applicants should refer to the following section, High School Transcript Guidelines, for more details about high school transcript requirements.
3. Request that official transcript(s) for all completed college work, if applicable, is mailed to the Admissions Office.
4. Unless exempt, participate in the college's placement testing program.
5. Participate in new student orientation. All entering students, including first time degree seeking students, students transferring from another institution, and previous concurrently enrolled students are required to participate in new student orientation before they will be allowed to register for classes.

*Note: All official documents become the property of Wilkes Community College.*

*Note: An official transcript is an exact and complete copy of the student's academic record at the time it is issued. It contains all course work taken at the high school or college. It will contain the seal or signature of a designated administrator from the high school or the college/university Registrar. An official transcript must be received by WCC through either a sealed envelope or an official electronic process managed by either the high school or college/university.*

### High School Transcript Guidelines

Only official transcripts from a high school, an adult high school diploma program or a general education development (GED) certificate program that is regionally accredited through an accrediting agency approved by Wilkes Community College will be accepted. International transcripts must be translated into English by an official evaluation service. Questions regarding the accreditation of online high schools may be directed to the dean of student services. Applicants that have earned a GED certificate in North Carolina should request an official copy of their GED scores be mailed to the Admissions Office by submitting a request to the following address:

State GED Administrator  
 NC Community College System  
 5016 Mail Service Center  
 Raleigh, NC 27699-5016

**Exceptions:** Students that have completed an associate or bachelor's degree from a regionally accredited college or university may substitute their official college transcript showing the graduation date in place of their high school transcript for certain programs. Career and College Promise (CCP) applicants and special credit/non degree-seeking applicants are not required to submit a high school transcript. Students applying for limited admission health programs (dental assisting, emergency medical science, nursing, radiography, and respiratory therapy) must request an official transcript be mailed as soon as possible after submitting an application.

### Admission Requirements for Home School

The home school administrator must have a school approval number (if available), a charter for the school, or other documentation that denotes approval from the North Carolina Department

of Non-Public Instruction and provide copies of this information with the student application.

The home school administrator must also provide a complete official student transcript signed by the home school administrator. The transcript must give the actual or expected date of graduation.

If the above information is not provided, the home school student must obtain the general education development (GED) or adult high school (AHS) diploma before enrolling in a curriculum program at Wilkes Community College. The GED and AHS diploma are offered at the college.

### **Re-Admission**

Students that have not been enrolled for two or more consecutive semesters must reapply for admission to the college and must meet with an academic advisor prior to participating in online registration. Students who have not been enrolled for three or more years must attend a new student orientation session. Readmission applicants may be required to retake all or portions of the placement test if previous placement test scores have expired and prior coursework completed does not clearly include prerequisite courses. Applicants for re-admission to limited admission health programs must follow the re-admission procedures for those programs.

Students that have withdrawn while on academic probation or who have been suspended for academic deficiencies must apply for re-admission. Students that are re-admitted under these circumstances will be placed on academic probation and must meet the requirements for academic probation, which can include course load restrictions, specific grade requirements, and/or special advising sessions.

### **Special Credit Students (Non Degree-Seeking)**

Special credit students are students that intend to only take a few courses at Wilkes Community College and are not planning to pursue a degree, diploma or certificate with the college. Students typically choose this enrollment status if they are planning to take a small number of courses to either transfer to another college at which they have already been enrolled, for professional development, or to fulfill a special interest. Special credit students are not eligible to receive financial aid and must still satisfy the prerequisites for the courses they plan to take. This requirement includes taking the placement tests for any courses that have reading, writing or math prerequisites, unless eligible for exemption from the tests. Students having taken courses at another college that are prerequisites for courses they plan to take at WCC are required to have those transcripts on file with the Admissions Office before they are allowed to register. Special credit/non degree-seeking students are not required to submit high school and college transcripts, unless needed for verifying prerequisite requirements.

Students earning twelve or more credit hours will be advised to seek admission into a program of study. Students desiring to switch from the special credit status to a designated program of study must submit an updated admission application and follow the regular enrollment/admission procedures. Once the enrollment procedures have been completed the student will be responsible for completing the requirements in effect for the chosen program of study at the time of acceptance to the program

### **Transfer Students**

Students desiring to transfer to Wilkes Community College must be able to meet the admission requirements in effect at the time of their application. They must request that official transcripts from each institution attended be submitted to the registrar. Wilkes Community College will accept credits from regionally accredited colleges. Credit will be awarded provided the course content parallels that taught at WCC or is in the Combined Course Library of the North Carolina Community College System. Credit is awarded only for courses with a grade of "C" or better. The maximum credit transferable from all outside sources is 75 percent; 25 percent of the credit hours required for graduation must be earned through instruction by Wilkes Community College. Students will receive evaluations of all official transcripts and/or scores submitted before the end of the first semester of curriculum enrollment.



## Undocumented Immigrants

Undocumented immigrants are eligible for admission to Wilkes Community College with the following limitations:

1. An undocumented immigrant must have attended and graduated from a United States public high school, private high school, or home school that operates in compliance with State or local law.
2. An undocumented immigrant may not receive state or federal financial aid in the form of a grant or loan.
3. An undocumented immigrant may not be considered a North Carolina resident for tuition purposes and must be charged out-of-state tuition.
4. When considering whether to admit an undocumented immigrant into a specific program of study, the college will take into account that federal law prohibits states from granting professional licenses to undocumented immigrants.
5. An undocumented immigrant is not permitted to have registration priority over students who are lawfully present in the United States. Therefore, undocumented immigrants are not permitted to register until the conclusion of the last published registration period.

In order to comply with these regulations, undocumented immigrants should follow the same admission and residency classification procedures as all other students. However, they will not be allowed to participate in any published registration periods. Instead, they should bring their registration forms to the Registrar to be held until the end of registration. After the close of registration, undocumented immigrants will be registered for courses that are still available.

Please note: These procedures comply with numbered memo CC10-26 which was published by the North Carolina Community College System on 7-12-2010.

## Associate Degree Nursing Program Admission Requirements

Enrollment in the Associate Degree Nursing (ADN) program is limited and admission is competitive. Enrollment in the program is restricted to the fall semester. Applicants must complete and furnish the following requirements 1-9 to the Student Services Office to be considered for admission to the ADN program:

1. Submission of a completed Wilkes Community College (WCC) application for admission to the ADN program for the year of desired entry. Applicants must reapply for each year they wish to be considered for admission to the ADN program. Applicants may only apply for two limited-admission programs each academic year. WCC limited-admission programs include ADN, Dental Assisting, Emergency Medical Science, Radiography (pending approval), and Respiratory Therapy.
2. Satisfactory completion of the WCC placement test. Placement test scores are valid for a period of five years. Applicants not meeting the minimum scores in one or more areas must either successfully repeat the placement test at the Ashe or Wilkes campus (nonrefundable fee required; please see retesting guidelines) or complete the prescribed developmental courses (with a grade of "C" or better). All developmental courses and/or retesting must be completed by applicant' Minimum Admission Requirement's (MAR) review date.

ADN applicants are eligible for the following placement test exemptions:

- If minimum SAT scores or ACT scores are provided. (SAT and ACT scores are recognized for five years.)
- Successful completion of MAT 060 and MAT 070, or DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050, and RED 090 and ENG 090/090A, or DRE 096, DRE 097, and DRE 098 within five years of the application date may qualify a student to be exempt from applicable part(s) of the placement test.

- If the Accuplacer placement test or the NC – DAP has been completed at another North Carolina Community College, it is the applicant's responsibility to have an official copy of the score report mailed to the Student Services Office. (Scores must be within five years of the application date.)

ADN applicants are not eligible for placement test exemption due to transfer course credits.

3. It is mandatory that each applicant attend a nursing information session. Applicants must complete an admission application for nursing before registering. Applicants can register for the session with the Student Services Office. Registration deadlines can be found in the 2014 nursing admission packet. Applicants who do not attend an information session will not be considered for admission to the ADN program. Sessions will not be rescheduled unless the host site is closed due to inclement weather.

4. Completion of high school diploma or recognized equivalent. (If applying as a high school senior, submission of a transcript reflecting all high school course work completed at the time of application and the anticipated high school graduation date. If admitted, a final transcript must be submitted prior to beginning the program that reflects additional course work completed and the official graduation date.)

5. Submission of official transcripts of all secondary and postsecondary education.

6. Transcripts must reflect one full year/credit of the following courses with a grade of "C" or better:

- a. High school biology or community college BIO 110 or BIO 111 and BIO 112
- b. High school chemistry or community college CHM 130 and CHM 130A or CHM 151 and CHM 152
- c. High school computer course or community college CIS 110 or CIS 111

Please note: The high school computer course requirement must be met by a general computer application course.

7. Minimum GPA of 2.8 or higher. Applicants must have a minimum GPA of 2.8 or higher in order to be considered for admission. The GPA is calculated on the course work required for entry into the program and any general education course work completed within the nursing curriculum.

If BIO 165 and/or BIO 166 (or an equivalent course) has been completed prior to entry into the nursing program, it must have been completed within five years from the first day of the fall semester of entering the program. Otherwise, the credits will be considered to have expired and will not count towards fulfilling nursing degree requirements and will not count in the nursing admission point system.

8. Successful completion of a MAR review. When applicants have met all of the above minimum admission requirements, they must contact the Health Sciences Admissions Coordinator, Elisabeth Blevins, in the Student Services Office to schedule a MAR review. A MAR review must be successfully completed before applicants are permitted to register for the TEAS test. This process is being used to verify that all of the above criteria has been met and satisfied. Applicants not completing a MAR review will not be considered for admission to the program and will not be able to take the TEAS test. An appointment for a MAR review must be scheduled in advance with Elisabeth Blevins at 336-838-6145.

9. Successful completion of a WCC specified aptitude test at the applicant's expense. Test scores must be within two years of the application date. If the test has been taken more than once, the highest score will be used in the admission process. If the TEAS test, version five, has been taken at any other location, it is the applicant's responsibility to ensure that an official copy of the scores are transferred to Wilkes Community College.

All of the above criteria must be met and submitted to the Student Services Office by the applicable deadline dates. Applicants should refer to the 2014 nursing admission packet for a listing of deadline dates and to review the ranking and selection process.

Applicants who are selected for admission to the ADN program must submit documentation of the following steps to the Program Director/Lead Instructor of the Nursing program by July 14, 2014. Failure to submit all required documentation by July 28, 2014 will result in the withdrawal of the offer for a space in the ADN program:

1. Evidence of current listing as a Nursing Assistant 1 (CNA 1) with the Division of Health Service Regulation (DHSR) (formerly known as the Division of Facility Services) that is free of any substantiated charges. An official transcript that reflects successful completion of an approved CNA program must also be submitted. The CNA program must be approved by the North Carolina DHSR during your enrollment. Only CNA programs that have a clinical component with hands on experience will be accepted for fulfilling this requirement. Applicants may be asked to submit documentation that confirms dates of employment as a CNA in order to assist with verification of the clinical component requirement.
2. Evidence of current CPR certification (must be American Heart Association Healthcare Provider).
3. Submission of the WCC Student Medical Form which must be completed by a physician, physician assistant, or nurse practitioner (current for year of enrollment).

Applicants who have been accepted into the ADN program will also be required to attend a mandatory ADN program orientation. The date of the orientation will be provided to applicants who are admitted to the program.

Please Note: To maintain enrollment in the ADN program, a student must earn a "C" or better in all courses required for the degree. The first "D" or "F" earned will result in a student being withdrawn from the program. Please refer to the readmission/transfer policy if interested in reapplying for the ADN program.

Please Note: Applicants admitted to the program will be required to submit background checks and drug screenings as directed by affiliating clinical agencies. Any expenses associated with these requirements are the responsibility of the applicant. Clinical agencies reserve the right to deny students access based on information obtained from these reports. This denial will result in the inability of a student to successfully complete the program.

Requirements are subject to change without notice. Although the Student Services Office makes every effort to keep the information current, it is the responsibility of the applicant to obtain the most current admissions information for the program and term for which he/she has applied.

### **Ashe Campus Cohort**

WCC admits approximately ten applicants each year into the nursing cohort that is based at the Ashe Campus (cohort begins fall semester). The admission criteria and process are the same for all applicants that apply for the WCC ADN program. The goal of the Ashe cohort is to allow students to attend class and lab at the Ashe Campus to fulfill the requirements for the ADN program. However, there may be a need for class or lab to occur outside of Ashe County and clinical experiences will be scheduled at sites providing the best educational opportunity, including Ashe Memorial Hospital. Applicants will be identified and accepted into the Ashe Campus cohort using the nursing admission point system, with first priority given to applicants residing in Ashe County and second priority given to applicants residing in Alleghany County. Remaining spaces in the cohort will be offered to other qualified applicants based upon the nursing admission point system. Applicants wishing to be considered for the Ashe Campus cohort must complete an interest form at a nursing information session.

For more information about ADN program admissions, email the Health Sciences Admissions Coordinator at [elisabeth.blevins@wilkescc.edu](mailto:elisabeth.blevins@wilkescc.edu) or the Program Director/Lead Instructor of the Nursing program at [amy.lankford@wilkescc.edu](mailto:amy.lankford@wilkescc.edu).



## **Readmission/Transfer Policy for the Associate Degree Nursing Program**

Applicants with prior nursing credits from an associate degree or baccalaureate nursing program may be eligible for readmission/transfer. Credits from these programs must be from a conceptually-based curriculum. Applicants who have not successfully completed any curriculum nursing courses or if nursing courses were completed in a program that has not implemented a conceptually-based curriculum must apply for basic entry into the ADN program. Readmission/transfer at any level beyond the first semester will be based on space availability, successfully completed course work, and the following procedures:

Readmission Option: Applicants who have been enrolled in WCC's ADN program within the last two years.

Transfer Option: Applicants transferring to WCC who have previously been enrolled in an ADN/BSN program at other institutions within the last two years.

The Advanced Entry option has been suspended for the 2014 application cycle due to the implementation of a conceptually-based curriculum in the fall 2009. (An advanced entry applicant is a student who has successfully completed an approved Practical Nursing Education program and is licensed by the North Carolina Board of Nursing as a Licensed Practical Nurse.)

Eligibility:

- Applicants who have two or more unsuccessful (withdrawal or failure) enrollments in a nursing program are not eligible for the readmission/transfer option.
  - Applicants must apply for readmission/transfer and begin the program within two years of having exited an ADN/BSN program. Applicants who exceed the two-year limit must apply as a new applicant for the first semester of the program (Basic Entry).
1. Submission of a completed WCC application for readmission/transfer to the ADN program for the year of desired entry. Applicants must reapply for each year they wish to be considered for readmission/transfer into the ADN program.
  2. Applicants must meet WCC and ADN admission requirements for the college year in which readmission/transfer is desired.
  3. Any applicants seeking readmission/transfer after the first semester will be required to complete comprehensive tests. These tests will cover all successfully completed course work prior to withdrawal. Applicants will be completing two different tests and will be required to meet minimal competencies appropriate for the point of reentry on both.
    - Test 1: Computerized Assessment Technologies Institute (ATI) Test - **Applicant must achieve a Level 2**
    - Test 2: Competency (Skills) Test

*All of the above criteria must be met and submitted to the Student Services Office by the applicable deadline dates. Applicants should refer to the 2014 readmission/transfer nursing admission packet for a listing of deadline dates and to review the ranking and selection process.*

Applicants selected for readmission/transfer to the ADN program must furnish documentation of the following steps to the Program Director/Lead Instructor of Nursing program prior to beginning classes or forfeit their class space:

1. Evidence of current listing as a Nursing Assistant 1 with the Division of Health Service Regulation **DHSR** (formerly known as the Division of Facility Services) that is free of any substantiated charges. An official transcript that reflects successful completion of an approved CNA program must also be submitted. The CNA program must be approved by the North

Carolina DHSR during your enrollment. Only CNA programs that have a clinical component with hands-on experience will be accepted for fulfilling this requirement. Applicants may be asked to submit documentation that confirms dates of employment as a CNA in order to assist with verification of the clinical component requirement.

2. Evidence of current CPR certification (must be American Heart Association Healthcare Provider).
3. Submission of the WCC Student Medical Form which must be completed by a physician, physician assistant, or nurse practitioner (current for year of enrollment).

Please Note: To maintain enrollment in the ADN program, a student must earn a "C" or better in all courses required for the degree. The first "D" or "F" earned will result in a student being withdrawn from the program.

Please Note: Applicants admitted to the program will be required to submit background checks and drug screenings as directed by affiliating clinical agencies. Any expenses associated with these requirements are the responsibility of the student. Clinical agencies reserve the right to deny students access based on information obtained from these reports. This denial will result in the inability of a student to successfully complete the program.

Requirements subject to change without notice. Although the Student Services Office makes every effort to keep the information current, it is the responsibility of the applicant to obtain the most current admissions information for the program and term for which he/she has applied.

For more information about ADN program admissions, email the Health Sciences Admissions Coordinator at [elisabeth.blevins@wilkescc.edu](mailto:elisabeth.blevins@wilkescc.edu) or the Program Director/Lead Instructor of the Nursing program at [amy.lankford@wilkescc.edu](mailto:amy.lankford@wilkescc.edu).

***Associate Degree Nursing  
Hickory Regionally Increasing Baccalaureate Nurses (RIBN) Articulation Agreement  
A.A.S. Program (A4511ORB)***

Wilkes Community College Associate Degree in Nursing and Lenoir-Rhyne University Bachelor of Science Degree with a Major in Nursing

This articulation agreement between Wilkes Community College (WCC) and Lenoir-Rhyne University (LRU) allows graduates of Hickory RIBN to earn both an Associate Degree in Nursing from WCC and a Bachelor of Science Degree with a Major in Nursing from LRU in 10 semesters through dual admission and continued enrollment. Minimum time for completion of the A.A.S. portion is seven semesters full-time attendance. During this time students will be dually enrolled in WCC and LRU. For more information concerning the Hickory RIBN program, please contact the Health Sciences Admissions Coordinator, Elisabeth Blevins at [elisabeth.blevins@wilkescc.edu](mailto:elisabeth.blevins@wilkescc.edu).

## **Basic Law Enforcement Training (BLET) Admission Requirements**

Enrollment is restricted to applicants who meet the following criteria:

1. Students must be at least 20 years of age;
2. Citizen of the United States;
3. Possess a high school diploma or GED;
4. Provide copy of high school diploma and official transcript to the director of law enforcement training;
5. Have a valid driver's license;
6. Have not been convicted of any criminal offense which disqualifies a person from being a law enforcement officer in North Carolina;

7. Schedule an appointment with the director of law enforcement training for interview and pre-registration;
8. Obtain certified criminal history checks from the Clerk of Courts Office from all locations lived in since age of 16 years old;
9. Obtain sponsorship from a local law enforcement agency and provide a certified criminal history check from the clerk of court;
10. Undergo a medical examination resulting in no medical restrictions (forms will be provided);
11. Complete a Wilkes Community College application for admission;
12. Take a reading assessment test administered by the director of law enforcement training.
13. Provide an official high school transcript to the WCC Admissions Office.

## **Dental Assisting Program Admission Requirements**

Enrollment in the Dental Assisting program is limited and admission is restricted to the fall semester. Applicants are accepted on a first-come, first-served basis as admission requirements are fully met. Applicants must complete and furnish the following admission requirements, steps 1-5, to the Student Services Office to be considered for admission to the Dental Assisting program:

1. Submission of a completed Wilkes Community College (WCC) application for admission to the Dental Assisting program for the year of desired entry. Applicants must reapply for each year they wish to be considered for admission to the Dental Assisting program. Applicants may only apply for two limited-admission programs each academic year. WCC limited-admission programs include Associate Degree Nursing, Dental Assisting, Emergency Medical Science, Radiography (pending approval), and Respiratory Therapy.
2. Submission of official transcripts of all secondary and postsecondary education.
3. Completion of high school diploma or recognized equivalent. (If applying as a high school senior, submission of a transcript reflecting all high school course work completed at the time of application and the anticipated high school graduation date. If admitted, a final transcript must be submitted prior to beginning the program that reflects additional course work completed and the official graduation date.)
4. Completion of the following prerequisite course work:
  - One full year/credit of high school biology or community college BIO 110 or BIO 111 with a grade of "C" or better.
  - An overall grade of "C" or better on all high school English courses completed or community college ENG 111.
5. Satisfactory completion of the WCC placement test. Applicants not meeting the minimum scores in one or more areas must either successfully repeat the placement test (per retesting guidelines) or complete the prescribed developmental courses (with a grade of "C" or better). All developmental courses and/or retesting must be completed before applicants can be considered for admission to the Dental Assisting program.

Dental Assisting applicants are eligible for the following placement test exemptions:

- If minimum SAT scores or ACT scores are provided. (SAT and ACT scores are recognized for five years.)
- Successful completion of MAT 060 or DMA 010, DMA 020, DMA 030, and RED 080 and ENG 080, or DRE 096 and DRE 097 within five years of the application date may qualify an applicant to be exempt from applicable part(s) of the placement test.
- If the Accuplacer placement test or the NC – DAP has been completed at another North



Carolina community college, it is the applicant's responsibility to have an official copy of the score report mailed to the Student Services Office. (Scores must be within five years of the application date.)

Dental Assisting applicants are not eligible for placement test exemption due to transfer course credits.

Applicants selected for admission to the Dental Assisting program must complete and present documentation of the following steps 1-3 to the Program Director/Lead Instructor of the Dental Assisting program prior to the first class day of the fall semester or forfeit their class space:

- Dental Assisting program orientation.
- Submission of current CPR certification (must be American Heart Association Healthcare Provider).
- Submission of the WCC Student Medical Form which must be completed by a physician, physician assistant, or nurse practitioner (current for year of enrollment).

Please Note: To maintain enrollment in the Dental Assisting program, a student must earn a "C" or better in all courses required for the diploma. The first "D" or "F" earned will result in a student being withdrawn from the program. Please refer to the readmission/transfer/advanced standing policy if interested in reapplying for the Dental Assisting program.

Requirements are subject to change without notice. Although the Student Services Office makes every effort to keep the information current, it is the responsibility of the applicant to obtain the most current admissions information for the program and term for which he/she has applied.

For more information about Dental Assisting admissions, email the Health Sciences Admissions Coordinator at [elisabeth.blevins@wilkescc.edu](mailto:elisabeth.blevins@wilkescc.edu) or the Program Director/Lead Instructor of the Dental Assisting program at [jennifer.hastings@wilkescc.edu](mailto:jennifer.hastings@wilkescc.edu).

### **Readmission/Transfer/Advanced Standing Policy for the Dental Assisting Program**

Applicants withdrawing from a Dental Assisting program due to personal or academic difficulties may be eligible for readmission/transfer/advanced standing the following year. Readmission/transfer/advanced standing at any level beyond the first semester will be based on space availability, prior progression of course work, and the following procedures:

Readmission Option: Applicants who have been enrolled in WCC's Dental Assisting program within the last year.

Transfer Option: Applicants transferring to WCC who have previously been enrolled in a Dental Assisting program at another institution within the last year.

Advanced Standing Option: All students requesting advanced standing will have their records evaluated individually by the Student Services Office and Program Director/Lead Instructor of the Dental Assisting program prior to credit being awarded. Credit may be awarded only for courses with a grade of "C" or better which was earned from a regionally accredited institution. The course being transferred must contain content parallel to that taught at WCC to be listed in the "Common Course Library" maintained by the North Carolina Department of Community Colleges. The maximum credit transferable from other institutions is seventy-five percent of the total credits required. Twenty-five percent of total credit hours must be earned by instruction occurring at WCC.

Eligibility:

- Applicants must apply for readmission/transfer/advanced standing and begin the program within one year of having exited a Dental Assisting program. Applicants who exceed more than a one year lapse must reapply as a new applicant for the first semester of the program.
- Applicants must submit to the Student Services Office a WCC application for the Dental Assisting program and indicate readmission/transfer/advanced standing on the application.

- Applicants must meet WCC and Dental Assisting program admission requirements for the college year in which readmission is desired.

Applicants selected for readmission/transfer/advanced standing to the Dental Assisting program must complete and present documentation of the following steps 1-2 to the Program Director/Lead Instructor of the Dental Assisting program prior to beginning classes or forfeit their class space:

- Submission of current CPR certification (must be American Heart Association Healthcare Provider).
- Submission of the WCC Student Medical Form which must be completed by a physician, physician assistant, or nurse practitioner (current for year of enrollment).

Please Note: To maintain enrollment in the Dental Assisting program, a student must earn a "C" or better in all courses required for the diploma. The first "D" or "F" earned will result in a student being withdrawn from the program.

Requirements are subject to change without notice. Although the Student Services Office makes every effort to keep the information current, it is the responsibility of the applicant to obtain the most current admissions information for the program and term for which he/she has applied.

For more information about Dental Assisting admissions, email the Health Sciences Admissions Coordinator at [elisabeth.blevins@wilkescc.edu](mailto:elisabeth.blevins@wilkescc.edu) or the Program Director/Lead Instructor of the Dental Assisting program at [jennifer.hastings@wilkescc.edu](mailto:jennifer.hastings@wilkescc.edu).

## **Emergency Medical Science Program Admission Requirements**

Enrollment in the Emergency Medical Science (EMS) program is limited and admission is restricted to the fall semester. Applicants are accepted on a first-come, first-served basis as admission requirements are fully met. Applicants must complete and furnish the following admission requirements steps 1-7 to the Student Services Office to be considered for admission to the EMS program:

1. Submission of a completed Wilkes Community College (WCC) application for admission to the EMS program for the year of desired entry. Applicants must reapply for each year they wish to be considered for admission to the EMS program. Applicants may only apply for two limited-admission programs each academic year. WCC limited-admission programs include Associate Degree Nursing, Dental Assisting, EMS, Radiography (pending approval), and Respiratory Therapy.
2. Submission of official transcripts of all secondary and postsecondary education.
3. Completion of high school diploma or recognized equivalent. (If applying as a high school senior, submission of a transcript reflecting all high school course work completed at the time of application and the anticipated high school graduation date. If admitted, a final transcript must be submitted prior to beginning the program that reflects additional course work completed and the official graduation date.)
4. Transcripts must reflect one full year/credit of the following courses with a grade of "C" or better.
  - High school biology or community college BIO 110 or BIO 111 and BIO 112
  - High school computer course or community college CIS 110 or CIS 111

Please Note: The high school computer course requirement must be met by a general computer application course.

5. Satisfactory completion of the WCC placement test. Placement test scores are valid for a

period of five years. Applicants not meeting the minimum scores in one or more areas must either successfully repeat the placement test at the Ashe or Wilkes campus (nonrefundable fee required; please see retesting guidelines) or complete the prescribed developmental courses (with a grade of "C" or better). All developmental courses and/or retesting must be completed by applicants Minimum Admission Requirement's (MAR) review date.

EMS applicants are eligible for the following placement test exemptions:

- If minimum SAT scores or ACT scores are provided. (SAT and ACT scores are recognized for five years.)
- Successful completion of MAT 060 and MAT 070, or DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050, and RED 090 and ENG 090/090A, or DRE 096, DRE 097, and DRE 098 within five years of the application date may qualify a student to be exempt from applicable part(s) of the placement test.
- If the Accuplacer placement test or the NC – DAP has been completed at another North Carolina community college, it is the applicant's responsibility to have an official copy of the score report mailed to the Student Services Office. (Scores must be within five years of the application date.)

EMS applicants are not eligible for placement test exemption due to transfer course credits.

6. It is mandatory that each applicant attend an EMS information session. Students must complete an admission application for the EMS program before registering. Applicants can register for the session with the Student Services Office. Registration deadlines can be found in the 2014 EMS admission packet. Applicants who do not attend an information session will not be considered for admission to the EMS program. Sessions will not be rescheduled unless the host site is closed due to inclement weather.

7. Successful completion of a MAR review. When an applicant has met all of the above minimum admission requirements, he/she must contact the Health Sciences Admissions Coordinator, Elisabeth Blevins, in the Student Services Office to schedule a MAR review. This process is being used to verify that all of the above criteria has been met and satisfied. Applicants not completing a MAR review will not be considered for admission to the program. An appointment for a MAR review must be scheduled in advance with Elisabeth Blevins at 336-838-6145.

Applicants selected for admission to the EMS program must complete and present documentation of the following, steps 1-3, to the Program Director/Lead Instructor of the EMS program prior to the first day of class of the fall semester or forfeit their class space:

- EMS program orientation.
- Submission of current CPR certification (must be American Heart Association Healthcare Provider).
- Submission of the WCC Student Medical Form which must be completed by a physician, physician assistant, or nurse practitioner (current for year of enrollment).

Please Note: To maintain enrollment in the EMS program, a student must earn a "C" or better in all courses required for the degree. The first "D" or "F" earned will result in a student being withdrawn from the program. Please refer to the readmission/transfer policy if interested in reapplying for the EMS program.

Please Note: Applicants admitted to the program will be required to submit background checks and drug screenings as directed by affiliating clinical agencies. Any expenses associated with these requirements are the responsibility of the applicant. Clinical agencies reserve the right to deny students access based on information obtained from these reports. This denial will result in the inability of a student to successfully complete the program.

Requirements are subject to change without notice. Although the Student Services Office makes every effort to keep the information current, it is the responsibility of the applicant to obtain the

most current admissions information for the program and term for which he/she has applied.

For more information about EMS program admissions, email the Health Sciences Admissions Coordinator at [elisabeth.blevins@wilkescc.edu](mailto:elisabeth.blevins@wilkescc.edu) or the Program Director/Lead Instructor of the EMS program at [bobby.gentry@wilkescc.edu](mailto:bobby.gentry@wilkescc.edu).

### **Readmission/Transfer Policy for the Emergency Medical Science Program**

Applicants who have been enrolled in an associate degree EMS program may be eligible for readmission. Readmission at any level beyond the first semester will be based on space availability, prior progression of course work, and the following procedures:

**Readmission Option:** Applicants who have been enrolled in WCC's EMS program within the last two years.

**Transfer Option:** Applicants transferring to WCC who have previously been enrolled in an EMS program at another institution within the last two years.

**Eligibility:**

- Readmission applicants must begin the program within two years of having previously exited an EMS program. Applicants who exceed the two year limit must apply as a new applicant for the first semester of the program.
- Applicants who have had two or more unsuccessful (withdrawal or failure) enrollments in an EMS program are not eligible for readmission.

1. Applicants must submit to the Student Services Office a WCC application for the EMS program and indicate readmission/transfer on the application.

2. Applicants must meet WCC and EMS program admission requirements for the college year in which readmission/transfer is desired.

3. Any applicant seeking readmission/transfer after the first semester will be required to take a test of EMS aptitude. The applicant will be required to meet minimal competency appropriate for the point of reentry. This test must be arranged with the Program Director/Lead Instructor of the EMS program, Bobby Gentry.

Applicants selected for readmission to the EMS program must furnish documentation of the following steps to the Program Director/Lead Instructor of the EMS program prior to beginning classes or forfeit their class space:

- Submission of current CPR certification (must be American Heart Association Healthcare Provider).
- Submission of the WCC Student Medical Form which must be completed by a physician, physician assistant, or nurse practitioner (current for year of enrollment).

**Please Note:** To maintain enrollment in the EMS program, a student must earn a "C" or better in all courses required for the degree. The first "D" or "F" earned will result in a student being withdrawn from the program.

**Please Note:** Applicants admitted to the program will be required to submit background checks and drug screenings as directed by affiliating clinical agencies. Any expenses associated with these requirements are the responsibility of the applicant. Clinical agencies reserve the right to deny students access based on information obtained from these reports. This denial will result in the inability of a student to successfully complete the program.

Requirements are subject to change without notice. Although the Student Services Office makes every effort to keep the information current, it is the responsibility of the applicant to obtain the most current admissions information for the program and term for which he/she has applied.

For more information about EMS program admissions, email the Health Sciences Admissions



Coordinator at [elisabeth.blevins@wilkescc.edu](mailto:elisabeth.blevins@wilkescc.edu) or the Program Director/Lead Instructor of the EMS program at [bobby.gentry@wilkescc.edu](mailto:bobby.gentry@wilkescc.edu).

## **Emergency Medical Science Bridge Program Admission Requirements (Pending Approval)**

Applicants having completed all steps below may be eligible for the EMS Bridge program.

- Current North Carolina or National Registry EMT-Paramedic
- Current Health Care Provider Level CPR Card
- Current Pediatrics Advanced Life Support, Pediatric Education for Prehospital Professionals, or equivalent
- Current Basic Trauma Life Support of Pre-Hospital Trauma Life Support
- Two Thousand (2000) documented hours of Paramedic Level Work Experience

Applicants wanting to apply for the EMS Bridge program must also complete all admission steps 1-7 required for entry into the EMS program.

Applicants selected for admission to the EMS Bridge program must complete and present documentation of the following, steps 1-3, to the Program Director/Lead Instructor of the EMS program prior to the first day of class of the fall semester or forfeit their class space:

- EMS program orientation.
- Submission of current CPR certification (must be American Heart Association Healthcare Provider).
- Submission of the WCC Student Medical Form which must be completed by a physician, physician assistant, or nurse practitioner (current for year of enrollment).

Please Note: To maintain enrollment in the EMS Bridge program, a student must earn a "C" or better in all courses required for the degree. The first "D" or "F" earned will result in a student being withdrawn from the program. Please refer to the readmission/transfer policy if interested in reapplying for the EMS program.

Please Note: Applicants admitted to the program will be required to submit background checks and drug screenings as directed by affiliating clinical agencies. Any expenses associated with these requirements are the responsibility of the applicant. Clinical agencies reserve the right to deny students access based on information obtained from these reports. This denial will result in the inability of a student to successfully complete the program.

Requirements are subject to change without notice. Although the Student Services Office makes every effort to keep the information current, it is the responsibility of the applicant to obtain the most current admissions information for the program and term for which he/she has applied.

For more information about EMS program admissions, email the Health Sciences Admissions Coordinator at [elisabeth.blevins@wilkescc.edu](mailto:elisabeth.blevins@wilkescc.edu) or the Program Director/Lead Instructor of the EMS program at [bobby.gentry@wilkescc.edu](mailto:bobby.gentry@wilkescc.edu).

## **Radiography Program Admission Requirements**

Admission requirements for the Radiography program were not complete when this publication was finalized; therefore, to view Radiography admission requirements, please visit [www.wilkescc.edu/healthadmissions](http://www.wilkescc.edu/healthadmissions).

## **Respiratory Therapy Program Admission Requirements**

Enrollment in the Respiratory Therapy program is limited and admission is competitive. Enrollment in the program is restricted to the fall semester. Applicants must complete and furnish the following requirements 1-7 to the Student Services Office to be considered for

admission to the Respiratory Therapy program:

1. Submission of a completed Wilkes Community College (WCC) application for admission to the Respiratory Therapy program. Students must reapply for each year they wish to be considered for admission to the program. Students may only apply for two limited-admission programs in each academic year. WCC limited-admission programs include Associate Degree Nursing, Dental Assisting, Emergency Medical Science, Radiography (pending approval), and Respiratory Therapy.

2. Satisfactory completion of the WCC placement test. Placement test scores are valid for a period of five years. Applicants not meeting the minimum scores in one or more areas must either successfully repeat the placement test at the Ashe or Wilkes campus (nonrefundable fee required; please see retesting guidelines) or complete the prescribed developmental courses (with a grade of "C" or better). All developmental courses and/or retesting must be completed by applicants Minimum Admission Requirement's (MAR) review date.

Respiratory Therapy applicants are eligible for the following placement test exemptions:

- If minimum SAT scores or ACT scores are provided. (SAT and ACT scores are recognized for five years.)
- Successful completion of MAT 060 and MAT 070, or DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050, and RED 090 and ENG 090/090A, or DRE 096, DRE 097, and DRE 098 within five years of the application date may qualify a student to be exempt from applicable part(s) of the placement test.
- If the Accuplacer placement test or the NC – DAP has been completed at another North Carolina community college, it is the applicant's responsibility to have an official copy of the score report mailed to the Student Services Office. (Scores must be within five years of the application date.)

Respiratory Therapy applicants are not eligible for placement test exemption due to transfer course credits.

3. It is mandatory that each applicant attend a respiratory therapy information session. Applicants must complete an admission application for the Respiratory Therapy program before registering. Applicants can register for the session with the Student Services Office. Registration deadlines can be found in the 2014 respiratory therapy admission packet. Applicants who do not attend an information session will not be considered for admission to the Respiratory Therapy program. Sessions will not be rescheduled unless the host site is closed due to inclement weather.

4. High school diploma or recognized equivalent must be completed before entry into the program. (If applying as a high school senior, submission of a transcript reflecting all high school course work completed at the time of application and the anticipated high school graduation date. If admitted, a final transcript must be submitted prior to beginning the program that reflects additional course work completed and the official graduation date.)

5. Submission of official transcripts of all secondary and postsecondary education.

6. Transcripts must reflect one full year/credit of the following courses with a grade of "C" or better.

- a. High school biology or community college BIO 110 or BIO 111 and BIO 112.
- b. High school chemistry or community college CHM 130 and CHM 130A or CHM 151 and CHM 152.

7. Successful completion of a MAR review. When applicants have met all of the above minimum admission requirements, he/she must contact the Health Sciences Admissions Coordinator, Elisabeth Blevins, in the Student Services Office to schedule a MAR review. This process is being used to verify that all of the above criteria has been met and satisfied. Applicants not

completing a MAR review will not be considered for admission to the program. An appointment for a MAR review must be scheduled in advance with Elisabeth Blevins at 336-838-6145.

*All of the above criteria must be met and submitted to the Student Services Office by the applicable deadline dates. Applicants should refer to the 2014 respiratory therapy admission packet for a listing of deadline dates and to review the ranking and selection process.*

Applicants who are selected for admission to the Respiratory Therapy program must complete and furnish documentation of the following steps to the Program Director/Lead Instructor of the Respiratory Therapy program prior to beginning classes in the fall semester or forfeit their class space:

1. Respiratory Therapy program orientation.
2. Submission of the Wilkes Community College Student Medical Form which must be completed by a physician, physician assistant, or nurse practitioner (current for year of enrollment).

Please Note: To maintain enrollment in the Respiratory Therapy program, a student must earn a "C" or better in all courses required for the degree. The first "D" or "F" earned will result in a student being withdrawn from the program. Please refer to the readmission/advanced entry policy if interested in reapplying for the Respiratory Therapy program.

Please Note: Applicants admitted to the program may be required to submit background checks and drug screenings as directed by affiliating clinical agencies. Any expenses associated with these requirements are the responsibility of the applicant. Clinical agencies reserve the right to deny students access based on information obtained from these reports. This denial will result in the inability of a student to successfully complete the program.

Requirements are subject to change without notice. Although the Student Services Office makes every effort to keep the information current, it is the responsibility of the applicant to obtain the most current admissions information for the program and term for which he/she has applied.

For more information about Respiratory Therapy program admissions, email the Health Sciences Admissions Coordinator at [elisabeth.blevins@wilkescc.edu](mailto:elisabeth.blevins@wilkescc.edu) or the Program Director/Lead Instructor of the Respiratory Therapy program at [billy.woods@wilkescc.edu](mailto:billy.woods@wilkescc.edu).

### **Readmission/Advanced Entry Policy for the Respiratory Therapy Program**

Applicants with prior respiratory therapy credits from a diploma, associate degree or baccalaureate Respiratory Therapy program may be eligible for readmission/advanced entry. Students who have not successfully completed any curriculum respiratory therapy courses must apply for basic entry into the Respiratory Therapy program. Readmission/advanced entry at any level beyond the first semester will be based on space availability, prior progression of course work, and the following procedures:

Eligibility:

- Readmission applicants must have successfully completed at least RCP 110 and RCP 113.
- Readmission applicants must begin the program within two years of having previously exited a Respiratory Therapy program. Applicants who exceed the two-year limit must apply as a new applicant for the first semester of the program.
- Advanced entry applicants must be credentialed and currently employed as a Certified Respiratory Therapist and have a minimum of five years of experience in respiratory care verified by his or her current employers. In addition, they must have completed an accredited one-year diploma program in Respiratory Therapy. An official transcript from each college, university, or postsecondary institution attended must be sent to the Student Services Office.
- Applicants who have had two or more unsuccessful (withdrawal or failure) enrollments in a Respiratory Therapy program are not eligible for readmission/advanced entry.

1. Applicants must submit to the Student Services Office a WCC application for the Respiratory Therapy program and indicate readmission/advanced entry on the application.
2. Applicants must meet WCC and Respiratory Therapy program admission requirements for the college year in which readmission/advanced entry is desired.
3. Any applicant seeking readmission/advanced entry after the first semester will be required to take a test of respiratory therapy aptitude. The applicant will be required to meet minimal competency appropriate for the point of reentry. This test must be arranged with the Program Director/Lead Instructor of the Respiratory Therapy program, Billy Woods.

All of the above criteria must be met and submitted to the Student Services Office by the applicable deadline dates. Applicants should refer to the 2014 readmission/advanced entry respiratory therapy admission packet for a listing of deadline dates and to review the ranking and selection process.

Applicants selected for readmission/advanced entry to the Respiratory Therapy program must furnish documentation of the following steps to the Program Director/Lead Instructor of the Respiratory Therapy program prior to beginning classes or forfeit their class space:

1. Submission of current CPR certification (must be American Heart Association Healthcare Provider).
2. Submission of the Wilkes Community College Student Medical Form which must be completed by a physician, physician assistant, or nurse practitioner (current for year of enrollment).

Please Note: To maintain enrollment in the Respiratory Therapy program, a student must earn a "C" or better in all courses required for the degree. The first "D" or "F" earned will result in a student being withdrawn from the program.

Please Note: Applicants admitted to the program may be required to submit background checks and drug screenings as directed by affiliating clinical agencies. Any expenses associated with these requirements are the responsibility of the applicant. Clinical agencies reserve the right to deny students access based on information obtained from these reports. This denial will result in the inability of a student to successfully complete the program. Requirements are subject to change without notice. Although the Student Services Office makes every effort to keep the information current, it is the responsibility of the applicant to obtain the most current admissions information for the program and term for which he/she has applied.

For more information about Respiratory Therapy program admissions, email the Health Sciences Admissions Coordinator at [elisabeth.blevins@wilkescc.edu](mailto:elisabeth.blevins@wilkescc.edu) or the Program Director/Lead Instructor of the Respiratory Therapy program at [billy.woods@wilkescc.edu](mailto:billy.woods@wilkescc.edu).

# Tuition and Other Costs

*Payable Each Semester*

## Curriculum Programs

The cost of attending Wilkes Community College continues to be one of the most economical means of post-secondary education. Tuition is determined by the state legislature and is subject to change. For current tuition, fees and other costs, please contact the Business Office at Wilkes Community College at (336) 838-6519 or visit the college website at [www.wilkescc.edu](http://www.wilkescc.edu).

### Activity Fee

There is a \$3.25 per credit hour (maximum \$32.50) activity fee charged for all students enrolled fall semester and spring semester. This includes the cost of the student newspaper, SGA, intramural activities, intercollegiate athletics, and other designated student activities and events.

### Parking Fee

There is a \$10.00 parking fee charged fall and spring semesters and summer term. This fee is charged to all students enrolled.

### Insurance Coverage

All curriculum students enrolled are charged a student insurance fee of \$1.25 fall and spring semesters and summer term. This fee covers students with the school accident insurance policy.

### Malpractice Insurance

Students enrolled in the **Associate Degree Nursing, Dental Assisting, Medical Assisting and Respiratory Therapy** programs must purchase the college's malpractice insurance. This is charged one time a year upon initial enrollment for the school year. The insurance must be purchased prior to students doing any clinical work. This coverage protects the students and the college while the students are in their clinical courses of study.

### Technology Fee

There is a \$4.00 per credit hour (maximum \$16.00) technology fee charged fall and spring semesters and summer term. This fee is charged to all curriculum students enrolled.

### Books

The cost of books is approximately \$550.00–\$700.00 fall semester and \$450.00–\$550.00 spring semester. For specific information regarding bookstore-related questions, please contact the College Bookstore at (336) 838-6174.

### Material and Supply Fees

The following courses require additional special fees as listed: ART 283, \$20; Dental Assisting, \$50 (fall and spring semesters); and Basic Law Enforcement Training, \$200.

In case of equipment breakage or damage due to gross negligence or maliciousness, students will be expected to remunerate the institution for the cost. Grades shall be withheld until proper payment is made.

Culinary Arts and Baking and Pastry Arts include a supply fee of \$125.00 to supplement supplies and perishables used by each student. Supply fees apply to the following courses:

CUL 140, CUL 160, CUL 170, CUL 180, CUL 240, CUL 245, CUL 260, CUL 270, BPA 150, BPA 210, BPA 220, BPA 240, BPA 250

Students should not require more than two courses per semester with a supply fee included. Exceptions: If a student is off-track, is enrolled simultaneously in both Culinary and Baking and Pastry, or if a student chooses to take an increased load.



## Tuition Payment Options

Payment of tuition and required fees is required to be considered enrolled. Options of payment are as follows:

- Cash, check, or money order
- Credit Card – VISA, MasterCard, American Express or Discover - Credit card payments are accepted at the Business Office window in Thompson Hall or on-line via the student's WebAdvisor account.
- Financial Aid - Financial aid approved prior to registration from the financial aid office
- E-Cashier - Students may wire payment to the college from their personal bank account for a nominal fee. For more information contact the Business Office or visit the college website.
- Third Party Authorizations - Businesses, agencies, organizations, etc. may authorize payment for students/employees' educational expenses. Authorization from the agency must be either on file or presented to the Business Office at the time of registration stating the specific charges covered.
- Tuition Payment Plan - Students may apply for an installment plan through Nelnet Business Solutions for tuition, fees and books. Payments are set up at zero percent interest with a \$25 per semester fee. Students must enroll for at least three (3) semester hours and complete an application through the college website at [www.wilkescc.edu/epay](http://www.wilkescc.edu/epay).  
**Payment options subject to change.**

## Continuing Education Programs

### Registration Fees

Basic Skills: ABE, GED, ESL, Adult High School, Compensatory Education: No charge.

Occupational Extension and Community Services: Varies depending upon course length.

Computer Classes – Registration Fee and a \$5.00 technology fee.

Persons taking continuing education courses who wish to check out books from the library must obtain a library/ID card.

### Insurance

Persons enrolled in the following programs must be covered by personal accident insurance or purchase school accident insurance: **Law Enforcement, Carpentry, Industrial Maintenance, Electrical Construction, Emergency Medical Technician, Masonry, Metal Working, Nursing Assistant, Phlebotomy, Plumbing, Equine Studies and Practical Woodworking.**

Persons enrolled in Emergency Medical Technician Basic, Intermediate, Paramedic, Nursing Assistant I, Nursing Assistant II, and Phlebotomy must be covered by malpractice insurance.

There will be a \$25.00 service charge for all checks returned from the bank due to insufficient funds and/or closed accounts.

*Registration fees for Continuing Education classes are set by the North Carolina General Assembly and are subject to change without notice. For current registration fee information contact the Continuing Education Office at (336) 838-6203.*

## Residency for Tuition Purposes

Upon applying for admission to the college, prospective students are classified as residents or non-residents of North Carolina for tuition purposes, according to their declaration at the time of application. In addition, each time students register for classes, they are required again to affirm residency status.

Individuals, who are originally classified as non-resident and later request reclassification to resident status, will be asked to complete a "Residency and Tuition Status Application." The dean of student services will review each of the applications, make a determination as to the individuals' residency/non-residency status, and will then advise the individuals in writing of the decision.

To qualify as a resident for tuition purposes, students must establish and maintain legal residency (domicile) in North Carolina for at least 12 months prior to being considered for in-state residency with the capacity and intent of making North Carolina their permanent home.

Aliens are subject to the same considerations as U.S. citizens in the determination of residency status for tuition purposes except that holders of temporary visas and their dependent relatives may not be considered residents for tuition purposes.

Students needing a more in-depth examination should consult "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of State Residence Classification for Tuition Purposes." A copy of the manual is available in the Student Services Office and online at [www.northcarolina.edu/legal/residence/committee/manual/Residence\\_Manual\\_Aug\\_2010.pdf](http://www.northcarolina.edu/legal/residence/committee/manual/Residence_Manual_Aug_2010.pdf). Questions should be directed to the dean of student services.

Individuals disagreeing with their residency classification may appeal to the college residency committee. The appeal must be made in writing to the vice president of instructional support and student services within fifteen working days after the notice of the classification decision is received.

## Refund Policy

Tuition refunds are made based upon Title 23 of the N.C. Administrative Code (23 NCAC) guidelines. A refund shall not be made except under the following circumstances:

- a. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered fails to "make" due to insufficient enrollment.
- b. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.
- c. For classes beginning at times other than the first week (seven calendar days) of the semester, a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.

The above policy may differ for financial aid recipients. For example, refunds may not be made to students, but may be credited to the appropriate financial aid program. For a more detailed explanation, contact the financial aid director.

In all refund cases, students must initiate the withdrawal through the Registrar's Office. The Business Office will make the allowable refund only after written request is received from the Registrar's Office.

Beginning on the semester's first day of classes through the 10% point of the semester (eighth day for fall and spring semesters; fourth day for summer term), students will be charged 25% of the cost of any course dropped. The charge does not apply if a course with equal or more credit hours is added at the same time. For example, if students drop a 3-credit-hour course and add a 3-credit-hour course on the first day of classes in the same transaction, the 25% charge will not be applied. However, if students drop a 3-credit-hour course on the first day of classes and add a 3-credit-hour course on the first day of classes at a later time, then the 25% charge will be applied for the course dropped. Therefore, if students need to make changes to their original schedule, they should see their advisor on or before Registration Day to drop a course in order to avoid paying the 25% charge. After the 10% point of the semester, students will be responsible for 100% of the costs of courses on their schedule. For more details, please contact the Registrar's Office.

*Note: This refund policy is current at the time of publication; however, this policy is subject to change as mandated by N.C. State legislation. Please see the college website for the most current refund policy.*

# Academic Regulations

## Student Success Courses

National and community college studies indicate that students are more successful if they complete a student success course. Therefore, in the fall of 1997, Wilkes Community College implemented a policy that requires all degree/diploma-seeking students to successfully complete a student success course.

Students are required to complete ACA 115 within their first 13 semester hours of enrollment at WCC.

### ACA 115 Success and Study Skills

The purpose of ACA 115 is to engage students in learning-focused activities designed to enhance their college success. The course is organized according to three major concepts—extended orientation, academic success strategies, and applied critical thinking. ACA 115 was redesigned to incorporate the critical thinking model during WCC’s first QEP beginning in 2006, and the course continues to be assessed and improved. ACA 115’s extended orientation involves connecting students to WCC services, expectations, and program of study requirements. Academic success strategies involve the introduction and practice of skills designed to enhance reading, note taking, and test taking. Finally, the applied critical thinking concept includes strengthening student skills related to information literacy, financial literacy, and global and cultural awareness.

## Course Load

Students enrolled for 12 or more semester hours of credit will be classified as full-time students. The average course load is 16 to 18 semester hours of credit depending on the program of study. Students planning to carry more than 21 credit hours must obtain permission from their advisor and the division dean.

## Student Classification

Freshmen — students who have earned fewer than 30 semester hours.

Sophomores — students who have earned 30 or more semester hours.

Students enrolled in a diploma or certificate program are classified as freshmen.

## Attendance

Class attendance is considered to be an important part of students’ educational experiences. Students are responsible for attendance and are expected to be punctual and to attend every class session. Regardless of reasons for absences, students will be held accountable for all academic activities. Faculty members may require make-up assignments or tests to compensate for absences. Faculty members who choose or are required by outside agencies to include class attendance as a factor in determining students’ final grades will include this requirement in their course syllabi. For example, students enrolled in Basic Law Enforcement Training must attend 100% of the total contact hours for the course as mandated by the NC Criminal Justice Education and Training Standards Commission.

In general, absences due to official college activities and events will not be included as absences within an individual instructor’s attendance policy, provided that the student submits appropriate documentation to the instructor a minimum of five business days prior to the events. If documentation is not submitted at least five business days prior to an event, permission for the absence will be at the discretion of the instructor. In addition, if a student has an excessive number of absences or has unsatisfactory academic performance in the course at the time of the absence, the instructor will inform the student whether he or she will be permitted to miss class.

Students missing a class due to official college activities and events bear the responsibility of contacting the instructor regarding advanced submission or make-up of work. Once the absence has been approved, the student will be allowed a reasonable opportunity to complete all work missed as a result of the missed class. Official college activities and events include

participation in the following: field trips in connection with courses; intercollegiate athletic contests; state-wide, regional and/or national organization events; scholarship events; and student academic competitions and award ceremonies.

Pursuant to G.S. 115D-5, students may request two excused absences per academic year for religious observances. Curriculum students may obtain a form from the office of the chief academic officer for instruction. Continuing education students may obtain a form from the office of the chief academic officer for continuing education. Students attending classes at the Ashe Campus or Alleghany Center may obtain a form from the chief administrator at that location. The student must provide a written request to each instructor five business days prior to an absence for religious observance(s). (If the day(s) of observance fall within the first four days of class, such request shall be made to the senior administrative officer for curriculum or continuing education courses.) Instructors will forward the request to the office of either the senior administrative officer for curriculum or continuing education as appropriate for filing. Students requesting absences as required by their faith shall be given the opportunity to make up any tests or other work missed. The instructor, in consultation with the student, will identify a deadline for submission of the work that is appropriate to the requirements of the course.

## Grading System

At the end of each semester, students will receive final grades based upon the following seven-point system unless noted otherwise in the course syllabus:

Grade	Numerical Grade	Explanation	Grade Points
A	93-100	Excellent	4 per semester hour
B	85-92	Above Average	3 per semester hour
C	77-84	Average	2 per semester hour
D	70-76	Below Average	1 per semester hour
F	0-69	Failure	0 per semester hour

Note: Developmental courses (any course that has 0 as the first number in the 3 digit course number) do not earn credit hours or quality points, but may be used for financial aid and athletic eligibility.

Curriculum course grades with no grade points awarded include:

TR	Transfer Credit
CS	Continued Studies
I	Incomplete
P	Pass (Developmental or Credit by Exam)
R	Repeat (Developmental Course Not Passed or Repeated course, GPA recalculated)
AR	High School Credit
W	Withdrawal
WA	Administrative Withdrawal (Student never attended)
AU	Audit

These special grades are defined as follows:

- TR A "TR" grade represents transfer credit awarded for courses taken at other schools, colleges or universities.
- CS A "CS" grade is used with developmental courses when the required level of proficiency has not been met. To continue in a subsequent semester, students will need to reregister for the course and pay tuition.
- I An "I" grade is given only under extenuating circumstances as determined by the instructor. Such a grade must be removed by the end of the following semester. If not removed within this time, the incomplete becomes a failure.

- P A grade of "P" is awarded if a student completes and passes a developmental course or if a "C" or better is earned on a credit by examination.
- R A grade of "R" is awarded if a student does not complete or pass a developmental course or if a course has been repeated. A course may be repeated as deemed necessary by students. When a course is repeated, an "R" notation is made on the transcript. The last credit grade is considered in computing the cumulative grade point average to meet graduation requirements.
- AR An "AR" grade represents credit given for courses completed while in high school as outlined in the North Carolina High School-to-Community College Articulation Agreement.
- W Following the add/drop period, a withdrawal grade of "W" or "WA" is given when a student officially withdraws from a course. A withdrawal grade is awarded through the tenth week of the fall or spring semesters. For summer terms, a withdrawal grade is awarded through the 12th day of a four week term or the 24th day of an eight week term. Students who wish to withdraw from a course after these deadlines must have permission from their instructor.
- WA The "WA" grade is recorded for students who register and pay for a course, do not officially drop during the registration period, and do not attend a class prior to the census date of the course.
- AU An "AU" grade is given when students are auditing courses.

## **Computation of GPA (Grade Point Average)**

The measure of students' overall academic achievement will be based upon a cumulative grade point average using a 4.00 scale. To compute the GPA:

1. multiply the credit hours attempted for each course (excluding withdrawal and developmental course grades) by the number of grade points assigned for the grade received; then
2. divide the total grade points earned by the total credit hours attempted.

## **Auditing Courses**

An "AU" grade will be recorded when students audit a course. Students who wish to audit a course must register through normal channels and pay regular tuition and fees. Auditing students must meet all course prerequisites and corequisites. Students must declare audit status in the Registrar's Office by the end of the drop/add period for the semester of enrollment. An audit cannot be changed to credit after the drop/add period ends. Students who are auditing are encouraged to attend classes regularly and to participate in class discussions and evaluation sessions.

## **Change of Program**

Students desiring to change their program of study should contact the Admissions Office. Students will be reassigned to a new advisor, if appropriate, and placement test scores and course credits will be re-evaluated. Students certified for VA benefits must also complete the necessary forms with the VA representative to change programs of study.

## **Repeating Courses**

Courses may be repeated as deemed necessary by students. When a course is repeated, an "R" notation is made on the transcript. The last grade is considered in computing the cumulative grade point average to meet graduation requirements. A student who receives a passing grade of A, B, or C in a course and re-enrolls for a third time must submit a written statement of the reason for re-enrolling. This written statement will be maintained in the Student Services Office.

## **Course Substitutions**

Only under exceptional circumstances will students be permitted to substitute or deviate from the established requirements of a program of study. The division dean and vice president of instruction and student services must approve substitutions prior to registration. Written



notification will be submitted to the registrar and will become part of the student's official record.

## **Adding/Dropping Courses and Withdrawal from the College**

Students may add or drop courses during the official registration period as published in the college calendar. These changes will not be reflected on grade reports and transcripts. Students should contact the Registrar's Office or academic advisor for forms and assistance.

Students should be aware of the 25% penalty for courses dropped after classes begin. For each course dropped after registration ends and through the tenth week of the semester, students must complete a drop form by obtaining the advisor's and instructor's signatures. The instructor will indicate the last date of attendance. The form is then returned to the Registrar's Office for processing. A withdrawal grade will then be recorded on the grade reports and transcripts. Failure to properly file a drop form may result in a failing grade. Students who do not meet the withdrawal deadline should contact the instructor to discuss the final grade.

Students wishing to withdraw from the college must submit a properly completed drop form and meet with a student services counselor.

## **Credit by Examination**

Degree-seeking students currently enrolled at Wilkes Community College may apply for credit by examination for courses listed in their active program of study in which they can demonstrate the required level of proficiency based upon course objectives. Credit by examination is unavailable to students who have previously enrolled in the course and have attended more than one class. Some courses are excluded from credit by examination. A maximum of 25 percent of the program requirements may be met through credit by examination.

Students should apply for credit by examination in the Registrar's Office. If eligible, students will take the credit by examination request form to the appropriate lead instructor. If the lead instructor approves the request, he or she will arrange a date and time within 30 days of the request for the examination to be administered.

Testing standards will equal those in the regular course and the examination(s) may be administered in any manner pertinent to the course objectives. A grade of "P" (Pass) will be awarded if a "C" or better is earned on the examination and the credit hours will contribute toward a degree, diploma, or certificate. However, this grade will have no effect on the student's GPA. The decision of the instructor will be final and the examination may not be repeated.

The results of the examination will be recorded on the request form and forwarded with the examination to the division dean. The dean will file the examination and return the completed form to the registrar.

## **Transfer Credit and Advanced Standing**

Wilkes Community College has an advanced standing program which allows previous academic study, examination, or military experience to be evaluated for possible college credit.

Transfer credit or advanced standing is available to students from these educational experiences:

1. **Transfer Credits from Other Colleges**  
Credits may be transferred from colleges and universities which are regionally accredited. Official transcripts from these institutions will be evaluated only after students have been admitted to the college and placed in a program of study. Credit will be awarded provided the course content parallels that taught at WCC or is in the Combined Course Library of the North Carolina Community College System. Credit is awarded only for courses with a grade of "C" or better. Developmental (Pass/Repeat) grades can be transferred to Wilkes Community College from other NC Community Colleges due to the use of a state-wide grading system for these courses.
2. **Transfer of Credits from Accredited Programs**  
Official transcripts from programs which are accredited by national programmatic accrediting organizations that are recognized by the Council for Higher Education Accreditation (CHEA) and the United States Department of Education (USDE) will be

evaluated only after students have been admitted to the college and placed in a related program of study. Credit will be awarded provided the course content parallels that taught at WCC or is in the Combined Course Library of the North Carolina Community College System. Credit is awarded only for courses with a grade of "C" or better.

3. College-Level Examination Program (CLEP) and Advanced Placement Program (AP)  
Advanced standing may be granted to students who have successfully completed examinations through the College Level Examination Program (CLEP) and/or through the Advanced Placement Program of the College Entrance Examination Board. Official test scores must be presented for evaluation.
4. Credits for Military Service  
Credits will be granted, where applicable, for military experience in accordance with the recommendations of the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services.

The maximum credit transferable from all outside sources is 75 percent. At least 25 percent of the credit hours required for graduation must be earned through instruction by Wilkes Community College. This 25 percent cannot include credit by examination hours taken at Wilkes Community College. To obtain transfer credit or advanced standing, students must submit official documentation to the Registrar's Office. Students should request evaluations of all official transcripts and/or scores submitted after they have been admitted to the college and placed in a program of study.

## **Academic Progress and Standards**

### **Academic Progress and Standards**

Each student is expected to make satisfactory progress toward meeting his/her academic goals. The cumulative grade point average (GPA) is reviewed at the end of each semester and term to determine whether the student has made the expected progress. The minimum cumulative GPA to remain in good academic standing is a 2.0. Developmental courses are not included in the GPA calculation.

A student whose cumulative GPA falls below 2.0 is subject to academic warning which may be followed by probation and suspension. The GPA will be calculated using the most recent grade for each course taken at Wilkes Community College.

### **Academic Warning**

A student failing to meet the minimum cumulative GPA during any semester or term will receive an academic warning letter from student services. The warning status letter will inform the student of his/her academic status and encourage the student to meet with his/her academic advisor to discuss ways to improve grades and to discuss resources at WCC. The warning status will be posted on the student's transcript and the student's academic advisor will be notified.

### **Academic Probation**

A student whose cumulative GPA remains below 2.0 for a second consecutive semester or term is placed on academic probation. A student placed on academic probation will receive a letter informing the student of his/her academic status. A student on academic probation must meet with the retention coordinator located in student services to prepare a plan to improve his/her academic performance. A student on academic probation must meet with his/her academic advisor in order for the advisor to register the student. While on probation, the student will be able to register for a maximum of twelve credit hours for fall and spring semesters and a maximum of six credit hours for summer term. The probation status will be posted on the student's transcript and the student's academic advisor will be notified.

### **Suspension**

A student whose cumulative GPA falls below 2.0 for three successive semesters/term will be placed on academic suspension for one semester or term. A student on academic suspension will not be allowed to register for curriculum courses. The student may apply for re-admission after one semester or term by contacting the retention coordinator to discuss re-admission. A student who is re-admitted following an academic suspension will be placed on academic

probation and must comply with the requirements of academic probation. The suspension status will be posted on the student's transcript and the student's academic advisor will be notified.

### **Appeals**

A student on academic suspension who believes extenuating circumstances exist that should prevent the suspension may appeal the academic suspension. The student must submit a written appeal to the academic appeals committee which consists of the chief officer of instruction, chief officer of student services, and a designee chosen by the academic and support services council. The decision of the academic appeals committee is final.

Note: This policy applies to all curriculum programs except for limited admission health programs (nursing, dental assisting, respiratory therapy, and emergency medical science) which are governed by their progression policies as outlined in the current WCC catalog.

### **Academic Forgiveness**

The academic forgiveness policy is designed to assist students who have failing grades from previous WCC enrollment. Students may request forgiveness for F's earned five years or more ago by submitting a written request to the registrar. Only failing (F) grades may be forgiven from a student's grade point average. Prior to the reevaluation of credits, the student must be readmitted to the college, register for courses, and complete at least 12 credit hours of course work with a minimum quality point average of 2.0. The written request can be submitted at the end of the semester in which the 12 credit hours of course work is completed.

A student may request academic forgiveness for WCC course grades only one time, regardless of subsequent program changes, subsequent enrollment, or other unanticipated events.

Credits forgiven under the academic forgiveness policy will be exempt from calculation in the student's cumulative grade point average. While the forgiven grades will continue to appear on the official transcript, the courses and the earned "F" grades will be marked as forgiven.

It is the student's responsibility to contact the Financial Aid office to determine if the grades covered under the academic forgiveness policy will be included in the grade point average calculation for financial aid or VA educational benefits. Students who plan to transfer to another college or university are responsible for determining the impact forgiven grades may have on their transfer credit before they request forgiveness for those grades at WCC.

### **Requirements for Graduation**

To graduate, students must:

1. Apply for graduation in the Office of Student Services during the registration period prior to the spring semester for which graduation is expected;
2. Complete all required courses for the degree, diploma, or certificate; (Associate degree graduates may participate in the annual spring graduation exercise if they have one or two courses to complete during the summer term. More than two courses needed during the summer term must be approved by the division dean and registrar. However, the college cannot guarantee courses needed for graduation will be offered during the summer term.)
3. Attain a cumulative grade point average of "C" (minimum of 2.00) in all work attempted in a degree, diploma, or certificate program;
4. Complete no less than 25 percent of the semester hours required in the program of study at Wilkes Community College; and
5. Satisfy all financial obligations to Wilkes Community College.

Students who will complete all required coursework for graduation during the subsequent summer term may participate in graduation exercises if the following conditions are met:

1. Students have satisfied the criteria stated in 1, 3, 4, and 5 above;
2. Students have registered for all courses required to complete the degree, diploma or certificate for the subsequent summer term and paid the tuition for the summer term; and

3. Students have been granted permission from the appropriate division dean. (Diploma seeking students are excluded.)

Students should plan carefully for summer term as only a limited number of courses are offered, and students may not be able to take the courses needed for graduation.

In addition, students scheduled to participate in the annual graduation exercise must pay a graduation fee which covers the cost of the cap, gown, and the degree, diploma, or certificate. Also, graduating students are encouraged to participate in the commencement exercise, but attendance is not required. However, an additional fee to cover processing and mailing costs will be charged to those students who do not participate in the graduation exercise. In addition, every attempt will be made, but the college will not be responsible for degrees, diplomas, or certificates damaged during mail delivery.

# Catalog of Record

Wilkes Community College reserves the right to change degree/diploma/certificate requirements and academic policies. As catalogs are published, the information in any one catalog is usually valid only for the period of issuance and is superseded by subsequent catalogs.

The catalog used to determine graduation requirements is the one in effect at the time of the student's initial enrollment in the curriculum or any subsequent catalog of the student's choice. Students must complete program requirements within five years of the catalog selected, unless otherwise approved by the division dean and chief academic officer.

All statements in this publication are announcements of present policies and are subject to change at any time without prior notice. Wilkes Community College reserves the right to discontinue at any time any programs or courses described in this catalog. While every effort will be made to give advance notice of any change of a program or course, such notice is not guaranteed nor required. Students should refer to the website for the most current information concerning their program requirements and academic policies.

# College Honors

## Student Honors

The following are official methods by which the institution recognizes outstanding academic achievement of students. The list of students who earn recognition as a member of the President's List or the Dean's List will be published locally following the reporting of grades each fall and spring semester.

### President's List

To be recognized for the President's List a student must:

- Achieve a 4.0 GPA (grade point average) for the semester and complete 12 or more semester hours of college-level courses\* \*\*
- Earn A's in all courses, including developmental courses
- Receive no incompletes

### Dean's List

To be recognized for the Dean's List a student must:

- Achieve a 3.5 GPA (grade point average) or higher for the semester and complete 12 or more semesters hours of college-level courses\* \*\*
- Earn no grade below a B, including developmental courses
- Receive no incompletes

*\*Excludes credit by examination*

*\*\*Courses numbered 100 and above*

## Wilkes Community College Honors Program

Purpose:

The honors program will allow students at WCC to earn honors course credit while at the community college in order to

- Provide courses which challenge certain advanced students to achieve the highest levels of their academic potential in analysis, synthesis and critical thinking
- Enable transfer students to be more competitive for scholarships
- Facilitate transfer into honors programs at four-year institutions

Entrance Requirements:

Current community college students must meet the following criteria to enter the honors program:

- 3.5 GPA
- Reference letter from a college instructor who has taught the student
- 500 word essay explaining how honors classes will benefit the student
- Interview with the Director of Honors or with an honors committee member

New WCC students must meet the following criteria to enter the honors program:

- Top 20% of high school class (where such rankings are made)
- Reference letter from a college instructor who has taught the student
- 500 word essay explaining how honors classes will benefit the student
- Interview with the Director of Honors or with an honors committee member

Program Completion:

In order to complete the program a student must complete:

- Minimum of 12 hours of honors coursework
- 3.5 total GPA with no grade below a "B" in any honors course
- Capstone project: A service learning or career-engagement project

Such students will be honored at graduation as completer of the WCC Honors Program with designation in the graduation program.



### **Graduation with Honors**

Students who graduate from a degree, diploma, or certificate program with a cumulative grade point average of 3.50 or higher at the end of fall semester, prior to graduation, will be recognized as Graduating with Honors. A notation to this effect will be noted in the graduation program.

### **Commencement Marshals**

The fifteen rising sophomores having maintained the highest scholastic averages during their freshman year are honored by being named Commencement Marshals. The marshal who has the highest academic record is designated chief marshal.

### **Phi Theta Kappa-Alpha Kappa Omega Chapter**

Phi Theta Kappa is the international honor society of two-year colleges. The purpose of Phi Theta Kappa is to recognize and to encourage scholarship, leadership, fellowship, and service among two-year college students. Its members enter into an intellectual and cultural fellowship that extends beyond a particular campus to regional and national networks. Through the achievement of these goals, Phi Theta Kappans continue to enrich themselves, their communities, and society.

Membership is extended by invitation. To be considered for membership, a student must, 1) be enrolled at Wilkes Community College, 2) have accumulated 20 credit hours that can be applied to an associate degree, 3) have achieved a grade point average of 3.50 or greater, and 4) enjoy full rights of citizenship of one's country. To maintain membership, a minimum GPA of 3.40 is required.

Phi Theta Kappa members in good standing are eligible to wear the gold honors stole and tassel during the commencement ceremony.

### **National Technical Honor Society**

The National Technical Honor Society recognizes students who have achieved scholastic excellence and have consistently demonstrated critical workplace values: honesty, responsibility, technical skill, teamwork, initiative, leadership, and good citizenship.

Membership is by invitation and is extended to students who 1) are enrolled in a technical or vocational degree program at Wilkes Community College; 2) have accumulated 24 semester hours; 3) have achieved a grade point average of 3.50 or greater; and 4) are recommended by a faculty member. Freshmen who have been enrolled in a high school chapter are automatically accepted into the WCC chapter and must meet WCC criteria after one semester with a minimum of 12 credit hours to maintain membership.

# Student Rights, Responsibilities and College Policies

## Student Conduct

Students are to conduct themselves as mature adults and to respect the rights, privileges, and personal property of others. Disorderly conduct, willful acts that might cause bodily injury to others, physical abuse, verbal abuse, or harassment of students, faculty, staff, or visitors to the campus are considered violations of the student conduct code. Disruption or obstruction of teaching, administration, or other college functions is prohibited. Students are not to cause harm or destruction to college facilities or property nor are they to steal or otherwise make facilities or property inaccessible to others. Students may not cause damage to or steal private property either on the campus or during a college function off campus.

Violation of any of the above standards of conduct while on campus or while participating in a college-sponsored activity off campus may result in disciplinary actions including dismissal from the college. Students are expected to be aware of and abide by all rules and regulations of the college. Violation of any rules and regulations of the college may result in disciplinary action, including dismissal from the college.

## Academic Integrity

The Wilkes Community College academic integrity policy sets forth the standards of academic honesty and integrity for students in any of the college's academic offerings. Violations of the academic integrity policy include: cheating; fabrication or falsification of information; plagiarism; signature forgery; intentionally destroying, stealing or making inaccessible library/resource material or equipment; and knowingly helping another to commit one of the above acts. Penalties for these offenses vary according to the severity of the action and include: a formal warning; reduced grade for the assignment or course; dismissal from the course with a failing grade; disciplinary suspension from the college; and civil prosecution, if appropriate. Students suspecting that a violation of the academic integrity policy has occurred should contact a member of the faculty or administration.

For a complete copy of the policy on academic integrity, contact the Student Services Office.

## Academic Forgiveness

The academic forgiveness policy is designed to assist students who have failing grades from previous WCC enrollment. Students may request forgiveness for F's earned five years or more ago by submitting a written request to the registrar. Only failing (F) grades may be forgiven from a student's grade point average. Prior to the reevaluation of credits, the student must be readmitted to the college, register for courses, and complete at least 12 credit hours of course work with a minimum quality point average of 2.0. The written request can be submitted at the end of the semester in which the 12 credit hours of course work is completed.

## Adverse Weather, Emergency Closings and Delayed Openings

The decision to close the college during inclement weather or other emergencies is the responsibility of the president or designated representative. The college shall make every effort to reschedule curriculum or continuing education classes missed or to establish alternate arrangements to make-up classes. Decisions regarding college closings will be made on a day-to-day basis. The decision to close the Ashe Campus and/or Alleghany Center will be made independent of the termination of operations in Wilkes County. When the decision is made to close the college, it will be announced through the news media and the college website as early as possible.

During adverse weather of uncertain duration, the college may announce a delayed opening. If conditions improve and the college is able to open safely, students should report to the class that would normally be in session at that time.

## Campus Sex Crimes Prevention Act

In compliance with the Campus Sex Crimes Prevention Act, individuals may request information on registered sex offenders at <http://sbi.jus.state.nc.us/DOJHAHT/SOR/> or by calling the Wilkes County Sheriff's Office at (336) 903-7639, the Alleghany County Sheriff's Office at (336) 372-4455, or the Ashe County Sheriff's Office at (336) 246-9746.

## **Children on Campus**

While all visitors are welcome at Wilkes Community College, the college has rules concerning children on campus. For the safety of young visitors, children on campus must be supervised by an adult at all times. The college does not allow children in computer, science, industrial, medical and other labs, shops, or other environments that pose a safety hazard. A child may not accompany a student on a routine basis and may only attend a class if the instructor has granted permission prior to class. Instructors have the right to prohibit children from the classroom under any circumstance.

## **Computer and Network Usage Policy**

As an institution of higher education, Wilkes Community College encourages and supports an open environment to pursue scholarly inquiry and to share information. The college shall not limit adult users voluntary access to any information due to its content when it meets the standard of legality as long as this use is consistent with the goals of the academic programs. However, use of the computing and network resources is limited to authorized purposes, and any unlawful or malicious use of these resources are strictly prohibited. Use of the college's computer resources for political, religious, and other personal or non-college purposes is prohibited. For additional information concerning the appropriate use of computers and the college network, refer to the college policy titled Use of Internet and College Computer Network which is available in the Learning Resources Center. The college reserves the right to limit, restrict or deny computing resources and facilities for those who violate college policies, procedures, or local, state, or federal laws.

## **Crime Awareness and Campus Security**

Wilkes Community College collects certain information concerning campus crime and security. This information is prepared, published, and distributed to all current students and employees, and to any applicant for enrollment or employment, upon request. For a copy of this information, contact the safety and security manager, the Human Resources Office, Student Services or visit the college website at [www.wilkescc.edu/current\\_students/campus\\_safety\\_home.asp](http://www.wilkescc.edu/current_students/campus_safety_home.asp).

## **Drug and Alcohol Policy/Prevention Program**

### STUDENTS

#### *Policy*

The unlawful manufacture, distribution, dispensation, sale, possession, and/or use of alcohol, drugs, controlled substances, and/or illegal substances is prohibited on college premises or as a part of any of its activities. Equally, being under the influence or intoxicated on alcohol, drugs, controlled substances, and/or illegal substances is prohibited on college premises or as part of any of its activities. Exceptions to the alcohol possession and use provision may be made by the president in accordance with local, state, and federal laws in specific circumstances and designated areas. Violation of this policy may result in consequences such as but not limited to: a counseling assessment, required treatment, probation, dismissal, suspension or expulsion from the college.

It is the responsibility of each student to comply with all provisions of the Drug and Alcohol Policy, while participating in college sponsored events, athletics, student activities, and instructional activities. The scope of the policy includes all WCC campuses and centers, off-campus instructional sites, clinical sites, athletic fields, college sponsored transportation (including, but not limited to WCC vans and rented or chartered buses) and any other property that is owned, leased, or controlled by WCC.

Students engaged in off-campus instructional or clinical activities (including internships, practicums, externships, and co-ops) may expect to be subjected to the additional drug and alcohol policies of those sites. Those policies may include provisions for drug and alcohol testing prior to and during placement at those sites. Those policies are enacted and enforced by the management of those specific facilities. Violations of a specific site's policy does not exclude consequences under WCC's drug and alcohol policy, as clinical placement for academic credit is considered a college-sponsored activity.

The illegal use of drugs and alcohol constitutes a serious crime under federal, state and local laws. Convictions may result in imprisonment, fines and/or mandatory community service.

Every student is entitled to procedural due process; these procedures are published and accessible to students in the general catalog of the college, published under the heading "Student Grievance Process."

### *Legal Consequences*

North Carolina law makes it illegal to possess, to manufacture, to sell or deliver, to possess with intent to sell or deliver, or to traffic in controlled substances. Violations of North Carolina law may result in imprisonment, fine, court costs, mandatory community services, and/or loss of driving privileges. Individuals convicted of drug or alcohol violations may have a criminal history that would affect them for the rest of their lives. Graduate schools, limited admissions programs, professional organizations, and employers could use such a record to reject an applicant. The following information is not meant to be an inclusive list of NC law but represents some of the laws pertaining to substance use:

### *Underage drinking and drunk driving*

- The drinking age in North Carolina is 21. The legal blood alcohol limit to drive on the highway or state right-of-way is .08%. Driving with any amount of alcohol in the body is illegal for those under 21. A person can be charged with driving while impaired with blood alcohol concentrations less than .08% if law enforcement observes erratic driving and/or the driver fails field sobriety tests.
- Driving-Under-Influence convictions carry a range of sentences and fines, depending on prior convictions. Penalties can include: from 24 hours to two years in prison, between \$100 and \$2000 court fines, and from one year to permanent suspension of license. If someone is injured or dies as a result of your drunk driving, you can face additional criminal and civil charges and go to jail for much longer.
- If you are under 21 years of age, it is illegal to purchase, attempt to purchase or possess alcohol (including beer, fortified wines, spirits, and mixed drinks). The legal penalties include fines, court costs, and possible imprisonment.
- It is a criminal offense to aid or abet in the purchase of alcoholic beverages or give alcoholic beverages to anyone under the age of 21. If you buy an underage person alcohol you can face fines, court costs, possible imprisonment, and loss of driver's license for a year. Additionally, if you serve underage persons alcohol while under your supervision, or provide or aid underage persons in consuming alcohol resulting in death or serious injury, North Carolina laws allow suit for civil damages up to \$500,000.00 per occurrence.
- If you use a fake, altered, or borrowed ID to buy alcohol (including at concerts), or lend your ID to someone, you risk criminal charges and having your own driver's license suspended.
- It is illegal to have an open container of alcohol in any part of a vehicle's passenger area if the driver has any blood alcohol content. Open containers of spirituous liquors or fortified wine in the passenger area are unlawful, regardless of driver consumption. It is illegal to transport spirituous liquors or fortified wine in any container other than in the manufacturer's original unopened container.

For more complete information on laws and consequences pertaining to alcohol, contact NC Highway patrol, local DMV, or visit the following websites: [www.ncga.state.nc.us/gascrpts/Statutes/Statutes.asp](http://www.ncga.state.nc.us/gascrpts/Statutes/Statutes.asp) (keyword search: alcohol); [www.abc.nc.gov](http://www.abc.nc.gov), [www.nccrimecontrol.org](http://www.nccrimecontrol.org).

### *Illegal Possession of a Controlled Substance*

- The Controlled Substance Act is the federal law that prohibits the manufacture, importation, possession, distribution, and use of certain substances. The CSA created five schedules of substances, ranked according to the substance's potential for abuse and accepted medical use. Schedule I drugs rank high in potential for abuse with no accepted medical value (e.g., marijuana and heroin). Schedule V drugs rank low in abuse and dependence potentials and high in medical value (e.g., anticonvulsants, cough medicine).
- Controlled substances include narcotics, hallucinogens, stimulants, depressants, anesthetics, opiates, and steroids. They are all ranked in the CSA Schedule I-V classification system.
- The federal penalties and sanctions depend upon the drug schedule, prior convictions, and type of use (i.e., trafficking vs. personal use).
- Based on these factors, legal consequences can include: between 15 days and 20

years in prison; fines between \$1000 and \$250,000; forfeiture of housing, vehicles, boats or aircraft used to possess or transport, and civil fines of up to \$100,000.

- For more information concerning schedules of drugs and penalties, please see [www.deadiversion.usdoj.gov/schedules/index.html](http://www.deadiversion.usdoj.gov/schedules/index.html) or Title 18 (Section 922) and Title 21 (Sections 844, 853, 881) of the United States Code at: <http://uscode.house.gov/search/criteria.shtml>

Additionally, if convicted of an alcohol or drug-related offense, there can be other tangible consequences. Federal and state sanctions can cause revocation of certain licenses such as pilot licenses, public housing tenancy, and professional licenses. There may be increases in insurance premiums, or denial of benefits in such areas as student loans, grants, contracts, and professional and commercial licenses. A record of a misdemeanor or felony conviction may prevent a person from entering a chosen career.

### *Health Risks*

No illicit drug is free of health risks. Most carry the danger of psychological or physical addiction. All cause distortion of brain functioning and can alter thinking, perception, and memory, as well as affect behavior.

The use of intravenous drugs also presents the risk of infection with potentially deadly diseases (e.g., AIDS and hepatitis). Generalized health problems may also develop as result of damage to the respiratory, circulatory, and other body systems. Every illicit drug has the potential to result in death—whether from the body’s own reaction to the abuse of drugs or from accidents caused by persons who are impaired.

Although alcohol is not an illegal substance when consumed by adults over the age of 21, it presents many of the same health risks as illicit drugs. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other central nervous system depressants, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

### *Available Resources and Treatment*

Student Services provides mental health and substance abuse assessments for students free of charge. Appointments are preferred, but drop-ins are welcome. Sessions are available at no cost, but are limited to short-term treatment needs. Short term issues can range from depression and anxiety to relational issues or adjustment problems. If issues cannot be resolved within a few sessions, a counselor will speak to you about a referral to a more comprehensive community program. For faculty and staff, the college maintains an Employee Assistance Program (EAP), which provides three treatment sessions with a community provider at no cost to the employee. Staff or faculty requesting EAP assistance can contact the director of human resources at 838-6422.

Resources include public and private agencies for those needing assistance with drug or alcohol issues. Public resources have 24-hour emergency care services. The following numbers reach the public mental health system serving our region:

- Wilkes County: 667-5151
- Alleghany County: 372-4095

- Ashe County: 246-3844
- 24-hour, toll-free crisis number: 1-877-492-2785.

Another resource is the Federal Government Hotline: 1-800-662-HELP. This is the Drug Abuse Information and Treatment Referral Line where individuals can get information and referrals to appropriate treatment facilities. The National Alliance on Mental Illness (NAMI) maintains a website that includes links to a helpline and screening facilities in NC: [www.naminc.org](http://www.naminc.org). Additionally, a variety of referral information is available on the college website at [www.wilkescc.edu/personalcounseling](http://www.wilkescc.edu/personalcounseling). WCC's website provides free alcohol and depression screening tools. For lists or discussion about treatment options and help in determining the most appropriate actions, contact a Student Services Counselor at 838-6135.

Drug-free events abound throughout the year. The college has a game room, walking trails, student commons, a gymnasium, and a wellness center that are drug and alcohol-free and promote wellness. Additionally, any student activities sponsored through WCC (Spring Fling, Fall Festival, outings, SGA and club events) are drug and alcohol-free.

Educational activities and information are provided for students and employees to stress prevention. These activities are highlighted each October during Drug and Alcohol Awareness Week. Events are promoted through local media, electronic media, and via advertisements throughout the college. Events include guest speakers, interactional demonstrations, and promotional items that encourage a drug and alcohol-free lifestyle. Counselors are available throughout the year for classroom educational presentations, based on instructor request. Student and college personnel participation is encouraged in all aspects of WCC's program to prevent illegal drug and alcohol abuse.

## EMPLOYEE

### *Policy*

The unlawful manufacture, distribution, dispensation, sale, possession, and/or use of alcohol, drugs, controlled substances, and/or illegal substances is prohibited on college premises or when serving in a work capacity in any other location. Equally, being under the influence or intoxicated on alcohol, drugs, controlled substances, and/or illegal substances is prohibited on college premises or when serving in a work capacity in any other location.

An employee who violates any of these prohibited acts is subject to disciplinary actions such as but not limited to: a counseling assessment, required treatment, probation, suspension, or dismissal from the college. An exception to the alcohol possession and use provision may be made by the president in accordance with local, state, and federal laws in specific circumstances and designated areas.

It is the responsibility of each employee to comply with all provisions of the Drug and Alcohol Policy, while participating in college sponsored events, athletics, student activities, and instructional activities. The scope of the policy includes all WCC campuses and centers, off-campus instructional sites, clinical sites, athletic fields, and college sponsored transportation (including, but not limited to WCC vehicles, rented/chartered vans/buses and any other property that is owned, leased, or controlled by WCC). Employees shall not report to or remain at the campus or any campus worksites when unable to adequately perform their duties because of the effect of any alcoholic beverage, controlled substances, and/or drugs whether illegal, prescribed or over-the-counter.

Any employee found in violation of this policy shall be subject to disciplinary action including suspension, termination, or dismissal, at the discretion of the president. Administrative response to such situations shall be in accordance with the requirements and other procedures established in support of this policy:

- a. Any employee determined to be involved in the unlawful manufacture, distribution, dispensing, and/or selling of alcoholic beverages, illegal drugs, and/or controlled substances on the college premises or any college worksite shall be terminated.
- b. Any employee determined to be in possession of alcohol or illegal drugs on the college premises or any college worksite shall receive one written warning unless the offense is so serious that the president determines that it is cause for suspension, demotion, or dismissal. A second offense shall be grounds for dismissal.



c. Any employee determined to be using or impaired by alcohol on the college premises or any college worksite shall receive a written warning unless the offense is so serious that the president determines that it is cause for suspension, demotion, or dismissal and shall be referred for counseling assistance. If the employee fails to receive counseling or fails to participate in recommended action, he/she may be dismissed. A second offense shall be grounds for dismissal.

d. Any employee determined to be using and/or impaired by an illegal drug or controlled substance on the college premises or any college worksite shall be subject to drug screening tests. Such determination will be based on reasonable suspicion and such tests will be authorized only by the president/designee. The employee shall be suspended with pay pending the outcome of the test results. The employee will have the right to request a back-up test. The employee will bear the cost of such back-up testing. If test results are positive, the employee shall be given one written warning and will be referred for counseling assistance. If the employee fails to receive counseling assistance and/or fails to participate in recommended action, he/she may be dismissed. Refusal to submit to such test shall result in disciplinary actions which may include dismissal. A second offense shall be grounds for dismissal. Any employee who intentionally tampers with a sample provided for drug screening violates a chain-of-custody or identification procedures, or falsifies a test result shall be subject to dismissal.

The college shall report illegal drug and/or alcoholic use activity defined by this policy to the appropriate law enforcement authority.

Any employee convicted of any criminal drug and/or alcoholic beverage law, statute or regulation occurring on college premises or any college worksite shall notify the president/designee no later than (5) five calendar days after such conviction. Failure to report such information will be grounds for automatic dismissal. When required by federal law, the college administration shall notify the appropriate federal agency of such a conviction within (10) ten days of college notification.

All employees, as a condition of employment, shall be required, upon the request of the president/designee, based on reasonable suspicion of a violation of this policy, to submit to the following: searches of college and personal vehicles brought on or parked on college premises or any college worksite; reasonable searches of all clothing, packages, purses, briefcases, tool boxes, lunch boxes, or other containers on college premises or any college worksite; searches of desks, file cabinets, lockers, or other office or shop equipment in or on college premises or any college worksite. Failure to comply with such a request as part of an administrative investigation shall be deemed grounds for disciplinary actions which may include dismissal.

If the employee has reason to believe that an error was made, an appeal may be made utilizing the due process policy set forth in Section 2 of the policy manual.

The college will maintain an awareness program to inform employees and students about the dangers of alcohol and drug abuse in the workplace. The college maintains an Employee Assistance Program (EAP), which can authorize three treatment sessions with a community provider at no cost to the employee. Staff or faculty needing further information about the EAP can contact the director of human resources at 838-6422. The president shall designate the responsibility of the Drug and Alcohol Prevention Program to the director of human resources and Student Services personnel.

Every employee will be given a copy of this policy regarding an alcohol and drug free worksite.

All employees shall be required to report to their immediate supervisors any observed and/or suspected violations of this policy.

While visiting campus, members of the public are required to adhere to this policy.

The board of trustees shall establish supplemental policies and procedures as necessary to implement and administer this policy. The president/designee shall inform all employees of this policy and any supplemental procedures promulgated hereunder and of their rights and obligations thereunto.

### **Non-Discrimination Policy**

Wilkes Community College is an equal opportunity institution, in compliance and agreement with the provisions set forth in Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with

Disabilities Act of 1990. No person shall be discriminated against on the basis of race, color, religion, national origin, political affiliation, gender, age or disability.

Applicants, students and employees of Wilkes Community College who have inquiries or complaints should contact Tracy McEntire, Title IX Coordinator/Affirmative Action Officer in the Human Resources Office, located in Thompson Hall, or by phone at 336-838-6422.

### **Responsibilities Related to Electronically Distributed Information**

Students in curriculum classes at Wilkes Community College are responsible for all college related information distributed through the college website, e-mail, and course management systems. Failure to utilize these resources to obtain such information does not relieve the student of his/her responsibility nor prevent the consequences that may result. This information includes syllabi, course content, notifications, warnings, announcements, etc., that are routinely transmitted to students. This information may be transmitted electronically rather than by the postal system.

Students who cannot locate information or have a demonstrated hardship in accessing information electronically are responsible for identifying their needs to appropriate college personnel in the college's open computer lab.

### **Sexual Harassment**

In compliance with federal and state statutes, Wilkes Community College is committed to maintaining a work and study environment free of sexual harassment. Sexual harassment is defined as deliberate, unsolicited, and unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications. No official, employee or student shall exhibit coercion, restraint, or reprisal against anyone complaining of alleged sexual harassment and no personnel or academic decisions shall be made on the basis of the granting or denial of sexual favors. For a complete copy of the college's sexual harassment policy, contact the Student Services Office.

Employees who feel that they have been sexually harassed in violation of this policy may file a grievance with the director of human resources in accordance with the sexual harassment grievance procedures. Students are to follow the Student Grievance Process or contact the vice president of instruction and student services for a complete description of the process. Violation of this policy shall constitute possible disciplinary action up to and including dismissal of the involved party.

### **Solicitation**

Commercial solicitation and canvassing are not permitted on campus. Students and employees are encouraged to report unauthorized solicitation activity to campus security or the Student Services Office. Vendors wishing to advertise their products or services must obtain permission to do so from the Student Services Office.

### **Student Grievance Process**

The purpose of the Student Grievance Process is to determine equitable solutions to problems that might arise and to deal with these problems in a fair and just manner. This process is open to students and/or employees seeking a resolution for what is perceived to be unfair treatment in student-student or student-faculty/staff interaction.

The grievance process must be initiated within five school days after the aggrieved party becomes aware of the situation. For academic issues with curriculum courses, students are asked to attempt to resolve the matter by first talking with the faculty member involved, then the division dean, and lastly the senior academic officer. For academic issues for continuing education courses, students are asked to attempt to resolve the matter by first talking with the instructor involved, then the senior continuing education officer. For all other issues, students are asked to attempt to resolve the situation with the other party involved and if unsuccessful, contact the dean of student services and lastly the senior student services official.

For a complete description of the grievance process, please contact the Student Services Office.

### **Student Right-to-Know**

Information concerning the Student Right-To-Know completion, graduation, and transfer-out rates for Wilkes Community College is available to current and prospective students. Anyone interested in viewing this information may visit the college website at [www.wilkescc.edu/](http://www.wilkescc.edu/)

consumer information. A paper copy of the information is available upon request from the Student Services Office.

### **Tobacco Free Campus**

Wilkes Community College is a tobacco-free college. The use of tobacco products in campus buildings, facilities (including athletic facilities), vehicles, or on grounds and property owned or leased by Wilkes Community College is prohibited. The advertising, distribution, and sale of tobacco products on college property or through college media outlets are prohibited. The prohibition includes any electronic devices. Tobacco cessation information is made available to students and employees upon request. Ensuring compliance to the policy is the shared responsibility of all college employees.

Any student or college employee may provide, in a courteous manner, a verbal reminder to persons not in compliance with the policy. Students who repeatedly violate the policy shall be referred to the appropriate administrator for action in accordance with the student conduct code. College employees who repeatedly violate the policy shall be referred to their supervisor for appropriate action in accordance with personnel policies. Visitors unwilling to comply with the policy may be asked to leave.

For a complete copy of the tobacco free college policy and procedure, 7.15 and 7.15A, visit the college website under WCC Information.

### **Use of Food and Drink**

Food products and non-alcoholic drinks may be consumed in instructional areas under the direction of the instructor or college employee in charge. The instructor or employee in charge shall be responsible for the proper disposal of any and all residue of food and/or drink products. The college reserves the right to restrict the consumption of food and drinks in certain areas as deemed necessary.

### **Weapons and Explosive Devices**

North Carolina General Statute 14-269.2 prohibits the possession on any Wilkes Community College property or at any Wilkes Community College activity, whether openly or concealed, any firearm, incendiary device, explosive, or any weapon, except in connection with a college-approved instructional activity. This also includes unauthorized use of any instrument capable of inflicting bodily injury to any person. For a copy of GS 14-269.2, please contact the Student Services Office.

# Office of Instruction

The Office of Instruction is responsible for academic programs and institutional effectiveness, and includes curriculum programs, continuing education, institutional research and planning, and global education.

## Instruction

The Office of Instruction is responsible for all academic matters involving both students and faculty at all locations of the college. This office assures that high academic standards are maintained within an atmosphere characterized by genuine concern for the achievement of each individual student. The Office of Instruction manages the professional activities of full-time and adjunct faculty members who provide excellent instruction to students by using a variety of innovative and effective teaching and learning techniques. The academic placement process carried out by Student Services assures that students are enrolled in courses where they have the greatest potential to succeed in meeting their academic and career goals. Under the Office of Instruction, the Division of College Readiness provides instruction to develop college-ready skills in reading, writing, and math.

Specific responsibilities of the Office of Instruction include: continuously improving instruction by evaluating faculty performance and rewarding excellence; recognizing student achievement and recommending candidates for degrees, diplomas and certificates; establishing new programs and evaluating and improving existing curricula; establishing admission requirements for limited enrollment programs; establishing and monitoring academic regulations and procedures; maintaining academic integrity and establishing student grievance procedures for academic matters; assigning faculty academic advisors and monitoring the advisement process; establishing articulation agreements with senior schools; collaborating with secondary school systems in the three-county service area to establish College Tech Prep initiatives and additional K-14 partnerships; assigning faculty members to courses; assigning academic facilities for instruction and for community events; and overseeing all academic standards as required by the N.C. Community College System, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and other accrediting agencies.

The Office of Instruction includes the instructional divisions: Arts and Sciences Division (general education courses and transfer programs); Business and Public Service Technologies Division; College Readiness Division (Developmental Education and Basic Skills); Health Sciences Division; and Industrial and Workforce Development Division.

## Office of Institutional Research, Planning and Effectiveness

The Office of Institutional Research, Planning and Effectiveness collects and analyzes data, and disseminates information to support institutional decision making and planning. The office has responsibilities in the areas of institutional research, assessment, and planning. The staff collects and analyzes data regarding students, faculty and staff, facilities, and institutional programs, services and operations. Reports generated from this data are used internally and are also transmitted to the North Carolina Community College System and to other external agencies. The office works with academic departments and support units to help them formulate planning goals and objectives and to assess their effectiveness in achieving their goals and objectives. In addition, the office is a resource for survey and questionnaire research about the college's students, faculty, staff, programs, services and operations.

# Global Education

We live in a world that is more interconnected than ever before. Technology, travel advancements, and the forces of globalization make it both easier and more necessary to know how to relate to people of many different cultures, ethnicities, languages, and points of view here at home and abroad. Our future requires that we understand how to negotiate these new frontiers. We live in a global age, and the Wilkes Community College Global Education Department exists to provide support to students, faculty, and the community in how to embrace and navigate our world.

We seek to

- Understand our community and its interconnectivity to the world
- Understand how culture influences thinking and behavior
- Understand how to communicate and work with people of other cultures

# Service-Learning

Wilkes Community College promotes civic and community responsibility among employees and students. The college is engaged in many community service projects. Service-learning offers students an experiential learning experience in the classroom that occurs through a cycle of volunteerism and reflection.

# Instructional Support Services

The purpose of the Instructional Support Services Division is to assist students, faculty and staff in fulfilling the mission of Wilkes Community College by offering a variety of programs and services that support instruction and student learning. The Instructional Support Services Division consists of the following areas:

## Cooperative Education

Cooperative education (Co-Op) is a unique academic program in which students integrate classroom learning with real world work experience. Students work in a business related to their program of study. Learning occurs outside the formal classroom environment at a supervised work assignment. Students, in conjunction with their worksite supervisor and faculty coordinator, develop measurable learning objectives that will be completed on the job.

The work enables students to gain practical experience with business, industry, and public and community agency worksites. The work assignment may be paid or unpaid. The student employee is awarded academic credit for the learning that occurs on the job.

Cooperative education is based on the theory that learning does not confine itself just to the classroom. It is called *cooperative education* because educators and employers work together to prepare a real world educational program for students.

### Eligibility

To be eligible to participate in the cooperative education program, students must meet the following minimum criteria:

1. Must be enrolled in a curriculum area that includes Co-Op for academic credit (requirement or an elective);
2. Must have completed nine (9) semester hours of credit within program of study, with at least three credit hours from the core of the major;
3. Must have a grade point average of 2.00 or higher;
4. Must be willing to work at a Co-Op worksite a minimum of 160 clock hours;
5. Must have or be willing to obtain a work experience job that is related to the program of study in which they are enrolled;
6. Must have approval of the Co-Op director.

\*Students who are currently employed may seek to have their present employment approved for cooperative education. In order for current employment to be approved, the student's job must be related to the program of study. The student's employer must agree to new learning opportunities at work. The employer must agree to provide necessary information, including filling out forms and evaluations, in order to determine progress of the student during the semester.

### Application Procedure

Students interested in cooperative education should obtain an *Informational Application* from the office of the director of cooperative education, located in Thompson Hall/Instructional Support Services, Room 215, or print the form from the website: [www.wilkescc.edu](http://www.wilkescc.edu), Student Resources, Instructional Support Services, Cooperative Education. The phone number is 336-838-6173. Co-Op applications must be reviewed and approved by the faculty coordinator and/or the cooperative education director prior to registration.

### Registration

Prior to registering for cooperative education courses (designated COE in college catalog), students must contact the cooperative education director. An *Informational Application* should be completed and reviewed prior to registration.

## **Academic Credit**

Credit hour(s) for Co-Op are determined by hours worked per semester; a one hour Co-Op credit has a 160 hour minimum requirement (average of 10 hours per week); a two hour Co-Op credit has a 320 hour minimum requirement (average of 20 hours per week). Grades are awarded by the Co-Op instructor based on students' specific learning objectives, evaluations, and reports submitted by the student and the employer. Completeness and timeliness of reports, forms, and evaluations will be considered in the awarding of grades.

## **Distance Learning**

Distance learning provides alternate course delivery formats such as Internet courses, mixed courses, hybrid courses, and courses delivered through the cyber classroom.

The Instructional Support Services Division coordinates activities with Student Services to ensure that distance learning students have access to support services. For more information on services provided please refer to the section in this catalog entitled "Student Services."

## **Internet Courses**

Internet courses provide 100% of course content and assessment through online instruction. Internet courses are accessed through Moodle, a learning management system. Students may go to [www.wilkescc.edu/WCCProwler](http://www.wilkescc.edu/WCCProwler) to access a link to Moodle. Students can enter Internet courses from home, networked computers located on campus, or anywhere with a high speed internet connection.

Internet courses cover the same material and have the same credit hours as conventional courses; however, these courses allow students to access the information at a time and place convenient to them. Students may interact with the faculty members teaching these courses through the Internet and may visit the faculty members on campus.

## **Mixed Courses**

Mixed courses blend online instruction with on campus requirements for the student. Such on campus requirements could include on campus testing, proctored testing at another site, field trips and plays.

## **Hybrid Courses**

Hybrid courses blend traditional face-to-face classroom instruction with online instruction. Students in a hybrid class divide their time between classroom and the Internet. The option provides students with face-to-face instructional support and student interaction while allowing more flexibility.

## **Cyber Courses**

Interactive computer equipped classrooms are used to transmit and receive a variety of credit, non-credit, and customized courses. Groups of students from several locations share one instructor, which make courses available that otherwise could not be offered. In addition to curriculum and continuing education courses, staff development and specialized training activities are delivered using this technology.

## **Career & College Promise**

Career & College Promise provides opportunities for high school juniors and seniors to earn both college and high school credit as they complete collegiate level coursework at the college, in the high schools and online via the Internet. High school students also have the opportunity to earn articulated college credit for some high school career and technical courses.

## **Learning Resources Center – Pardue Library**

The mission of the Learning Resources Center/Pardue Library is to support the college in its educational, research and cultural endeavors by supporting information literacy; selecting, organizing and delivering information resources and services; collaborating with the college

community to enhance student learning; and partnering with other academic institutions and library consortia to promote and enhance access to library resources and services.

Learning Resources include Pardue Library and the James Larkin Pearson Library. Cooperative agreements are in place with Alleghany and Ashe Public Libraries to support off-campus centers and distance learning.

Pardue Library, on the top floor of Alumni Hall, houses printed and audio-visual media including 60,000 volumes of books, newspapers, magazines and videos, as well as several databases. Library orientation is provided for groups or individuals.

### **Circulation Policies**

#### *Books*

Books, other than reference or reserve materials, are checked out for a period of two weeks. Students may renew books for an additional two weeks. Overdue books are charged 10 cents per item per day.

#### *DVD/VHS Materials*

Items in the DVD and VHS collections are available to students, faculty and staff and may be checked out overnight. Overdue items are charged \$1.00 each per day.

#### *CDs*

CDs may be checked out overnight. Overdue items are charged \$1.00 each per day.

#### *Lost/Damaged Materials*

Patrons who lose or damage materials are fined the replacement cost of the item plus a \$5.00 processing fee per item.

#### *Library Fees and Fines*

Transcripts and degrees are not released until all library fines and fees are paid in full. Unpaid library fines and fees may prevent students from registering for classes and from picking up Pell Grant or Work Study checks.

### **Ashe and Alleghany**

The public libraries of Ashe and Alleghany provide library service and computers for students to access the Internet. Students may check out books from the WCC Library through interlibrary loan for a period of three weeks.

### **WCC Identification/Library Cards**

#### *Student ID/Library Cards*

Students need WCC ID cards to:

- use financial aid in the book store
- participate in book buy back at the book store
- use the Wellness Center
- check out materials from Pardue Library
- attend student activities
- present any time a student ID is required

Student IDs are valid for two years. The first issue of a student ID card is free. Replacement cost for additional ID cards is \$10.00.

IDs are made in Pardue Library (2nd Floor, Alumni Hall). Proof of registration (current course schedule or tuition receipt) AND a valid photo ID (current driver's license, state issued photo ID or passport) are required. Early College High School students may present their Wilkes County Schools ID card.

#### *Community Patron Cards*

Residents of Wilkes, Ashe, and Alleghany counties age 18 and over are eligible for Pardue Library cards. Community patrons must present a valid photo ID (driver's license, passport,



state issued identification card, or other valid photo ID) in order to obtain a library card. The first issue of a community patron card is free. Replacement cost for additional cards is \$10.00.

Community patrons must present their Pardue Library cards when borrowing materials or when asked to do so by library staff. Loaning or allowing someone else to use your card is prohibited.

Pardue Library cards allow community patrons to check out 3 books at a time for a period of two weeks. Community patrons are not eligible to borrow from certain collections, including Bestsellers, DVDs, VHSs and CDs.

#### *Faculty and Staff ID/Library Cards*

WCC faculty and staff may have college employee IDs made in the library.

### **Interlibrary Loans**

Interlibrary loans are available if the Pardue Library does not have the books or journal articles requested. Interlibrary loan supports the research needs of the faculty, staff and students of Wilkes Community College. Upon receipt of these materials, the patron is notified via campus email that the materials are available. Non-CCLINC interlibrary loan requests materials are granted on a case-by-case basis and may require the patron to pay a fee and/or shipping costs.

### **Learning Resources Services for Distance Learning Students**

Distance learning instructors and students have access to e-books, periodical articles, videos, and more through online databases. Use of these databases requires a password that is available by contacting the library. Distance learning instructors and students who cannot travel to the Pardue Library may borrow books from the library by first locating the books on the library catalog and submitting a request to the library. To access the library catalog, patrons should visit the website at [www.wilkescc.edu](http://www.wilkescc.edu) and select the link to the library. Students may be required to pay postage for this service.

Distance learning instructors and students may contact the library for individual instruction in using library resources or for assistance with scheduling orientation at a library in their community.

### **James Larkin Pearson Collection**

The James Larkin Pearson collection is located on the first floor of Lowes Hall.

### **Children in the Library**

See college policy relating to children on campus.

### **Computer/Internet Use**

See college policy 7.10.

## **Student Success Center**

*Academic Support Center, AccessAbility Services and SAGE*

Wilkes Community College is committed to supporting and assisting all students in reaching their academic goals. The Student Success Center, located on the top floor of Thompson Hall, provides students with a variety of resources to help them reach their full potential as critical thinkers and engaged learners.

## **Academic Support Center**

The Academic Support Center (ASC) includes the Writing Center, the Open Computer Lab, the Testing Center, the Math Center, and the Prowler Help Desk. The ASC is open on class days during fall and spring semesters, Monday through Thursday, 8:00 am to 8:00 pm, and Friday, 8:00 am to 3:00 pm. Call 838-6565 for summer term hours.

## **Academic Support**

The Center is committed to assisting students, faculty, and staff members with all their academic needs. If you have a specific need or question, regardless of subject, please contact the director, Jim Thompson, at 838-6565 or in his office, Thompson 252C.

## **Writing Center**

The Writing Center (WC) offers free services to students, faculty, and staff of Wilkes Community College. WC English instructors work one-on-one to assist with any aspect of the writing process. The WC is a collaborative, supportive, and non-evaluative environment intended to help with writing in a way that will foster confidence and competence. WC instructors work with writers on a wide variety of projects, including papers for academic courses, grant proposals, business communications, course syllabi, and resumes. WC instructors work with writers at any stage of the writing process from finding and refining topics to editing at the sentence level. The Academic Support Center offers writing services for students attending classes at Ashe Campus or Alleghany Center, or who are taking online courses. Papers may be submitted for review to this email address: [wccpaperreview@email.wilkescc.edu](mailto:wccpaperreview@email.wilkescc.edu). Please allow 24 hours to receive your reviewed paper.

## **Open Computer Lab**

The Open Computer Lab (OCL) has forty-seven computers where students can access Gmail and Moodle, work on course assignments and projects, and do research. The OCL has all the software necessary to complete every distance learning course offered by the college. OCL faculty assist students and employees with computer, Moodle, Gmail, WebAdvisor, and Microsoft Office questions.

## **Testing Center**

The Testing Center (TC) provides a secure, proctored environment for taking distance learning course tests, makeup tests, and tests for other institutions. Students must present a photo I.D. to be eligible to take a test in the TC. All tests must be completed in one sitting and before closing time. Computers are available for online testing.

## **Math Center**

The Math Center provides free, drop-in tutoring for all levels of math taught at Wilkes Community College. The Academic Support Center offers math services for students attending classes at Ashe Campus or Alleghany Center, or who are taking online courses. Math questions may be submitted to: [wccmathtutor@email.wilkescc.edu](mailto:wccmathtutor@email.wilkescc.edu). Please allow 24 hours to receive an answer to your math question.

## **Prowler Help Desk**

The Prowler Help Desk provides support for logging into Gmail, WebAdvisor, and Moodle accounts. The Help Desk may be reached by calling 336-838-6485 or by email at [prowlerhelp@email.wilkescc.edu](mailto:prowlerhelp@email.wilkescc.edu). You will normally receive a response in 24 hours or less.

For in-person assistance with this college services, you may come to the Academic Support Center during our normal hours.

## **Accessibility Services**

Wilkes Community College is committed to making reasonable accommodations for individuals with documented qualifying disabilities in accordance with the ADAAA (The Americans with Disabilities Act Amendments Act of 2008), and Section 504 of the Rehabilitation Act of 1973. If you have a disability and need reasonable accommodations while attending Wilkes Community College's courses, programs and activities, please call: AccessAbility Services, (336)838-6212 or (336)838-6560 or email: [sherry.thompson@wilkescc.edu](mailto:sherry.thompson@wilkescc.edu).

Persons requiring accommodations must fill out an accommodation request form to begin the accommodation process. Individuals will meet with the AccessAbility Services Director to discuss eligibility and documentation requirements. Once this documentation is in place, decisions regarding accommodations are made based on individual needs during an interactive process.

with the Director of AccessAbility Services. After accommodation plans are determined, students will be given an accommodation letter to share with faculty in order to exercise their rights to accommodations. Any questions about these accommodations or processes should be directed to Sherry Thompson, Director of AccessAbility Services, (336)838-6560. Documentation may be faxed to (336)903-3209 confidentially.

## SAGE SUPPORTING ACADEMIC GOALS for EDUCATION

SAGE is a Student Support Services federal TRiO program funded through a grant by the U.S. Department of Education, whose purpose is to increase the retention, graduation and transfer rates of eligible participants. Eligible participants are first generation college (meaning neither parent has a 4-year degree), of limited income, and/or students with a documented disability. The Department of Education established the criteria for participation in SAGE to encourage and assist students who are traditionally under-represented in post-secondary education.

Once accepted for enrollment into SAGE, students are encouraged to utilize the following services:

**Academic Advising** helps students select appropriate classes that will enhance skills and satisfy career goals;

**Academic Skills Building** helps students strengthen skills such as test taking, study skills, goal setting, time management and assertiveness;

**Campus Visits** to four-year colleges help students navigate the university system and make connections with key departments and personnel, and other TRiO programs;

**Career Exploration** provides students the opportunity to explore their interests, skills and values so they can make informed career decisions;

**College Transfer Advising and Advocacy** provides individualized assistance with college selection, completing applications, gathering information on housing and financial aid, campus visits and networking with other TRiO programs;

**Computer Lab** provides Internet connected computers equipped with a variety of software and staffed by lab assistants;

**Financial Aid Advising** helps students secure all possible means of financial assistance so they can afford to stay in school;

**Financial and Economic Literacy** education and counseling assists students with personal budgeting, money management, locating financial aid and scholarships;

**Grant Aid Scholarships** provide students with additional financial assistance;

**Learning Styles Inventories** give students feedback about how they learn and what motivates them to learn;

**Laptop Lending Program** provides students the opportunity to borrow wireless laptops;

**Lending Library** provides students the opportunity to borrow textbooks and calculators;

**Peer Mentors** share academic success skills and guide students in connecting with campus resources;

**Personal Counseling** provides a safe and confidential environment where students can talk about issues which may impede educational success;

**Progress Reports** provide mid-term information about grades and class performance;

**Study Area** provides a quiet place for studying and completing course assignments;

**Study Groups** provide structured, supportive networks to increase note taking skills, study skills and learning;

**Tutoring** provides individual and group assistance that supplements classroom instruction to help students master concepts.

## **WCC Quality Enhancement Plan**

All colleges accredited by the Southern Association of Colleges and Schools (SACS) are required to submit a Quality Enhancement Plan (QEP) which describes their ten-year plan to impact student learning. The choice of a QEP topic is determined through collaboration among faculty, students, staff, and administrators who analyze data and information related to student learning. Best practices in higher education and the broad-based analysis guide the topic selection process. Colleges within the SACS region complete a self-study and reaffirmation process every ten years, and an approved QEP is required for reaccreditation. Colleges are required to report on the QEP impact in a Fifth Year Report.

WCC's first QEP was approved by SACS in 2006 and the goal involved enhancing the critical thinking of students, faculty, staff, and administrators. WCC defined critical thinking using the language of the Foundation of Critical Thinking model and measured the growth of critical thinking based upon four outcomes - pursue best information, examine underlying assumptions, engage in inquiry, and analyze different points of view. WCC reported that the analysis of student learning measures indicated growth in critical thinking, and SACS has accepted the WCC report. WCC considers critical thinking to be part of its institutional culture and will continue to assess its impact.

During 2013-2014, WCC will convene a broad-based group of faculty, students, staff, and administrators whose purpose will be to analyze student learning data and best practices information that will inform the selection of the next QEP topic. WCC's reaffirmation year is 2016 and the next QEP will be submitted to SACS in fall 2015.

# Student Services

The purpose of Student Services at Wilkes Community College is to support the instructional programs, respond to student needs, and foster students' academic, personal, and social development. Counselors and professional support staff assist students with all aspects of their education from admissions through graduation and job placement.

Among the services provided are: admissions, counseling, academic advising, housing information, placement testing, registration and student records, drug education, student financial aid/veterans' benefits, job placement, and student activities/organizations. These services are explained in detail on the pages that follow. The Student Services Office is located in Alumni Hall. The normal hours of operation are Monday through Thursday, 8:00 a.m. to 7:00 p.m., and Friday, 8:00 a.m. to 5:00 p.m. An abbreviated schedule is followed during the summer term.

## Counseling and Career Services

The counseling center provides services and programs to assist individual and group growth, wellness issues, career development, academic and transfer planning, and personal adjustment. In addition, the center also conducts workshops designed to meet educational, psychological and social needs.

Counseling contacts are treated confidentially. Confidentiality does not apply when disclosure is required to prevent clear and imminent danger to the client or others, or when legal requirements demand that confidential information be revealed. The counseling staff adheres to the Ethical Standards of the American Counseling Association.

**Personal counseling** is provided to students, including mental health and substance abuse assessments, free of charge. Appointments are preferred, but drop-ins are welcome. Sessions are available at no cost but are limited to short term treatment needs. Short term issues can range from depression and anxiety to relational issues or adjustment problems. If issues cannot be resolved within a few sessions, a counselor will speak to you about a referral to a more comprehensive community program.

**Career counseling** assists individuals in exploring interests, values, skills, and personality through personal counseling sessions, classroom presentations, use of the career resource collection, and use of online resources. The administration of interest inventories and personality testing provides methods of self-exploration. Utilization of these services early in a student's academic endeavors is encouraged. Services are also available to alumni and prospective students.

**Job Placement** services are available to WCC students, alumni, and employers. Assistance with resumes, cover letters, interview preparation, job search strategies and job listings is available. Website: [www.wilkescc.edu/jobplacement](http://www.wilkescc.edu/jobplacement).

**Retention services** are coordinated through student services. Retention is a measurement of student persistence in reaching educational goals. Barriers to retention will be identified and efforts to reduce these barriers will be addressed through programs, activities, and support services. If a student is considering withdrawing from WCC due to personal and/or academic difficulties, please arrange a meeting with the retention coordinator.

## Academic Advising

Students seeking a degree, diploma or certificate are assigned an academic advisor from among the faculty, counselors or educational support staff. Advisors assist students in meeting their educational and career goals, planning class schedules, and reviewing progress toward graduation. Advisors provide students with information about careers and the transfer of Wilkes Community College credits to senior colleges.

Students must contact their academic advisor each semester before registering. Advisors have posted office hours so that students may arrange conferences as needed. Two weeks prior to each registration period, advisors will post times when they will be available to help students with schedule planning. WCC advisors are committed to providing appropriate, accurate, and timely information at every stage of a student's career. Students, however, are ultimately responsible for understanding college regulations and for meeting graduation requirements.

## Services for Distance Learning Students

Wilkes Community College offers distance learning opportunities to students through Internet-based instruction, mixed courses, hybrid courses, and cyber classrooms. Students taking all of their courses online may apply for admission and register for courses online. Hybrid and cyber classroom students may access these same services online or at one of WCC's physical campuses.

Students taking distance learning courses have access to the same range of student services as those enrolled in the traditional classroom. Students taking courses only by distance learning methods are encouraged to make use of student services accessible on the college website at [www.wilkescc.edu](http://www.wilkescc.edu). The distance learning homepage provides tutorials and other available resources. Each student will also be enrolled in a course on Moodle called "Moodle Student Resources" This course is provided as a service to help students learn to use Moodle and Gmail. Students may make arrangements for assistance by phone, fax, email, postal mail, or by contacting one of the college's three locations. This information is provided in the college catalog and on the website.

## Housing

Wilkes Community College does not provide on-campus housing. It is the responsibility of individual students who require housing to arrange their own accommodations. Upon request, the Student Services staff will provide information to assist students in locating suitable accommodations.

## Reporting of Accidents/Health Services

All accidents are to be reported immediately to security at 838-6275. Faculty and staff may administer first aid for minor accidents. Serious accidents/injuries are to be reported to the local emergency medical service and then to security. First aid kits are located in all shops, labs, Student Services and most office areas. Faculty/staff are to stay with the injured person until proper medical assistance is obtained.

Security is required to report in writing any accidents involving students or other persons to the business manager within twenty-four (24) hours of the accident.

The business manager shall maintain the documentation of all accidents and shall assimilate the data and complete required accident reports.

Students with special health problems are encouraged to bring these to the attention of the Student Services staff, and to explore the possibility of accommodations with the Office of Disability Services. Diabetics and others generating hazardous wastes through blood tests or the injection of medication are required to keep these materials in their possession and take them home for proper disposal. Improper disposal of these materials may result in disciplinary action.

Ashe Campus: Contact the front office (dial 0 on an in-house phone or notify receptionist). Allegheny Center: Notify receptionist at the front office.

## Lost and Found

Anyone finding or losing items of value on campus should contact the Student Services Office, located in Alumni Hall, at (336) 838-6100.

## Placement Testing

### Program Testing Requirements

Prior to enrollment at Wilkes Community College, placement testing is required for the following:

1. All degree, diploma, and certificate seeking applicants whose program of study requires a reading, English and/or mathematics course.
2. Applicants registering for a course that has a reading, English or mathematics prerequisite.

Applicants may go to the Student Services Office any time between 8:30 a.m. and 3:00 p.m., Tuesday through Wednesday; or 8:30 a.m. and 6:00 p.m. on Thursday to take the

placement test. No appointment is necessary. These hours are subject to change before, during and just after holidays, special events and system maintenance days. Applicants are encouraged to check the placement testing page of the college website at [www.wilkescc.edu/placementtesting](http://www.wilkescc.edu/placementtesting) for a listing of dates that the placement test will be unavailable. **Applicants wishing to take the placement test must show a photo identification, such as a driver's license.** The test is computerized and is not timed. Students will be tested in reading, English and mathematics. Placement test scores are recognized for a period of five years.

### **Ashe Campus and Alleghany Center**

Students are required to schedule an appointment for taking the placement test at the Ashe Campus and Alleghany Center. Appointments may be scheduled by calling the following numbers:

Ashe Campus: (336) 846-3900

Alleghany Center: (336) 372-5061

### **Testing Preparation**

Applicants wishing to review their skills in reading, mathematics, and writing may view sample questions to prepare for the placement test at the following websites:

[www.studyguidezone.com/accuplacertest.htm](http://www.studyguidezone.com/accuplacertest.htm)

[www.testprepreview.com](http://www.testprepreview.com) - select ACCUPLACER

[www.collegeboard.com/student/testing/accuplacer](http://www.collegeboard.com/student/testing/accuplacer)

[www.google.com](http://www.google.com) - type Accuplacer Practice

[www.purplemath.com](http://www.purplemath.com)

[www.khanacademy.org](http://www.khanacademy.org)

A testing booklet is available in Student Services or on the college website at [www.wilkescc.edu/placementtesting](http://www.wilkescc.edu/placementtesting).

The mathematics portion of the test consists of basic arithmetic, elementary algebra, and college level algebra.

### **Testing Accommodations**

Applicants requiring special testing accommodations due to a disability must contact the AccessAbility Services Office at (336) 838-6560 at least ten (10) working days prior to testing. Appropriate documentation will be required prior to **allowance** of accommodations. Placement testing accommodations for applicants enrolling only in distance learning activities (internet courses and cyber classroom) will be handled on an individual basis. Applicants enrolling in any distance learning activity should contact the Student Services Office at (336) 838-6136 for further information.

### **Exemptions**

Exemptions to the placement testing policy are as follows:

1. Applicants transferring from another regionally accredited institution who have successfully completed a transferable freshman English, reading, or mathematics course may be exempt from the placement test for the subject area upon application. However, students must meet the prerequisites for all courses taken at WCC, which may involve selected placement testing if the previous coursework does not clearly include prerequisite courses;
2. Applicants who have earned an associate or higher degree from an accredited institution may be exempt from placement testing upon application if an official transcript is on file to document degree completion. However, students must meet the prerequisites for all courses taken at WCC, which may involve selected placement testing if the previous coursework does not clearly include prerequisite courses;
3. Applicants who have a reading score of 500 or higher on the SAT or 21 or higher on the ACT are exempt from the reading placement test; and
4. Applicants who have a writing score of 500 or higher on the SAT or 18 or higher on the ACT are exempt from the English placement test; and

5. Applicants who have a mathematics score of 500 or higher on the SAT or 22 or higher on the ACT are exempt from the mathematics placement test.

Applicants eligible to exempt one or more of the placement tests based on any of the above exemptions must provide the Student Services Office with official documentation (official copy of high school transcript and/or official copy of SAT/ACT scores from College Board) to be exempt from placement testing. Applicants who are exempt from the placement test must contact the Registrar's Office for a new student orientation appointment.

*SAT and ACT scores are recognized for five (5) years.*

### **Placement Testing for Health Technology Programs**

All of the above exemptions do not apply to Nursing, Dental Assisting, Emergency Medical Science, Radiography (pending approval), and Respiratory Therapy applicants. These applicants should refer to the applicable admission packet for possible exemption options.

### **Computerized Retesting**

Students may retest once per developmental studies subject (math, reading and English) within a five (5) year period. To retest, students must schedule an appointment through the Student Services Office (Nonrefundable fee required).

### **Testing for Advanced Placement in Foreign Language**

Students at WCC may pursue their study of a foreign language to meet deficiencies in foreign language under the MCR requirements, as a humanities course, or as an elective in any program of study. The elementary college-level 111/181 courses are open to all students who have completed ENG 090 and RED 090, or DRE 98, or placed into ENG 111.

Students who are native speakers, have taken foreign language in high school, or who have studied or lived abroad are eligible to take a placement test for a foreign language. They may test to place out of the 111/181 level, or take a more extensive placement test into higher levels beyond 112/182. Placement testing is encouraged to help ensure that students begin their foreign language study at an appropriate level. Those who complete one or more courses of a foreign language at WCC will be ready to continue their language studies in the US or abroad. Please consult the lead instructor of foreign language for further information.

### **Additional Information**

For more information concerning the placement testing program, come by the Student Services Office on the first floor of Alumni Hall, call (336) 838-6136 or email the Testing and Services Specialist at [valdete.fejzullahu@wilkescc.edu](mailto:valdete.fejzullahu@wilkescc.edu).

## **Registration**

All students are to complete the registration process on the days designated in the college calendar. Exact dates and times are announced in advance through campus publications, the college website, and the media.

Steps in the registration process are as follows:

1. Complete application for admission;
2. Complete placement testing requirements and/or submit official SAT/ACT scores and college transcripts, if necessary;
3. Schedule and attend an orientation session;
4. Meet with advisor to select courses and for schedule approval;
5. Pay tuition and fees in the Business Office; and
6. Purchase books in the College Bookstore.

Students who enter after classes have begun are at a disadvantage and are responsible for all work prior to their entrance. Classes missed due to late registration or by adding/dropping courses will be considered as absences and will be deducted from the total hours of absence allowable for each course.

Beginning on the semester's first day of classes through the 10% point of the semester (eighth day for fall and spring semesters; fourth day for summer term), students will be charged 25% of the cost of any course dropped. The charge does not apply if a course with equal or more



credit hours is added at the same time. For example, if students drop a 3-credit-hour course and add a 3-credit-hour course on the first day of classes in the same transaction, the 25% charge will not be applied. However, if students drop a 3-credit-hour course on the first day of classes and add a 3-credit-hour course on the first day of classes at a later time, then the 25% charge will be applied for the course dropped. Therefore, if students need to make changes to their original schedule, they should see their advisor on or before Registration Day to drop a course in order to avoid paying the 25% charge. After the 10% point of the semester, students will be responsible for 100% of the costs of courses on their schedule. For more details, please contact the registrar's office.

Students are not considered enrolled until all procedures have been completed by established deadlines, including payment of tuition, fees, and other financial obligations.

## **WebAdvisor**

WebAdvisor is an online tool that provides students with real time, up-to-date, confidential access to specific college information. Students may search for sections, view class schedules, register for classes, check grades, print an unofficial transcript and view account status (holds/ fines due/tuition and fees due). Students may go to [www.wilkescc.edu/WCCProwler](http://www.wilkescc.edu/WCCProwler) to access a link to WebAdvisor and login instructions.

## **Moodle and Gmail**

Moodle and Gmail work together to provide students with course content and email service. Moodle provides a central location for accessing course information such as course announcements, course syllabi, grades, journals, assignments, tests, discussion boards, content and instructor email. Gmail provides each student an email account for WCC and personal use. With over 7 GBs of storage space, a web-based calendar and Google Docs, Gmail offers more than just email service.

A link to Moodle and Gmail can be found on the college website at [www.wilkescc.edu/WCCProwler](http://www.wilkescc.edu/WCCProwler). Initial login and password-change instructions are also posted on the college website. There are tutorials available on the login page and additional help is available in the Student Success Center located in Thompson Hall.

All students are enrolled in a course called "Moodle Student Resources" located in Moodle. This course is provided as a service to help students become familiar with Moodle and Gmail and also contains other resources for WCC students.

Students also should be aware of the responsibilities associated with the Moodle and Gmail accounts as outlined in the "Responsibilities Related to Electronically Distributed Information" and "Computer and Network Usage" policies.

## **Student Records**

All student records are held in confidence by the college. The following documents will be maintained and will be subject to all state and federal regulations governing the safety and confidentiality of those records: applications for admission, transcripts, placement test information and graduation readiness reports. Grade reports are made available to students at the end of each scheduled school term and will not be released to students having unsettled accounts with the college.

## **Transcripts**

Transcripts for curriculum courses may be requested in WebAdvisor, by submitting a transcript request in Student Services, by mailing a transcript request to Student Services or by accessing the Online Transcript Request link at [www.wilkescc.edu/transcripts](http://www.wilkescc.edu/transcripts). Transcripts of classes taught by the Office of Continuing Education or Adult Literacy must be requested from that department. Official transcripts will not be issued to students having unsettled accounts with the college. It is recommended that at least one week be allowed for the processing and mailing of transcripts. A transcript processing fee will apply and must be completed prior to the transcript being processed. Wilkes Community College is only authorized to provide WCC transcripts.

## **Policies and Procedures Concerning Access to and Release of Student Information**

The Family Educational Rights and Privacy Act of 1974, as amended, sets forth requirements designed to protect the privacy of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records. Copies of the act, the federal regulations adopted pursuant to it, and this notice are available for persons to examine in the Registrar's Office.

Notices are published annually in the college catalog and student handbook to explain the rights of students with respect to records maintained by the college. It also outlines the college's procedures to comply with the requirements of the act.

Educational records are those records, files, documents, and other materials which contain information directly related to students, and are maintained by the college. These are official college records, and as such, remain the property of the college. Information contained in educational records will be fully explained and interpreted to students upon request. Students have the right to review only their own records. When a record contains information about more than one student, disclosure cannot include information regarding the other students.

Consent must be obtained from students for the release of information from educational records, specifying what is to be released, and to whom, with a copy of the record sent to students if they desire.

The requirement for consent does not apply to the following:

- a. Requests from faculty and staff of Wilkes Community College who have a legitimate educational interest on a "need to know" basis, if necessary to conduct official business. In certain situations the "need to know" basis may involve the release of information to outside organizations that have contracted with the college to provide a service for students. Outside organizations include, but are not limited to, companies that manufacture class rings, provide textbooks, produce graduation photos, etc. Legitimate educational interest includes performing tasks related to the regular duties of the employee, the student's education, the discipline of students, services or benefits for students, or maintaining safety and security of the campus;
- b. Requests in compliance with a lawful subpoena or judicial order;
- c. Requests in connection with students' applications for or receipt of financial aid;
- d. Requests by state or federal authorities and agencies specifically exempted from the prior consent requirements by the act; and organizations conducting studies on behalf of the college, if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personal identification data is destroyed when no longer needed;
- e. Information submitted to accrediting organizations;
- f. Requests by parents of dependent students, as defined in Section 152 of the Internal Revenue Code of 1954;
- g. In the case of emergencies, the college may release information from educational records to appropriate persons in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of students or other persons;
- h. To authorized federal officials who have need to audit and evaluate federally-supported programs;
- i. The results of any disciplinary proceedings conducted by the college against alleged perpetrators of a crime of violence to the alleged victims of that crime; and
- j. Requests for "directory information" as listed below.

Wilkes Community College has designated the following information as directory information which may be made available to the public:

1. Names of students;
2. WCC student e-mail addresses;
3. Major field of study;

4. Most recent previous school attended;
5. Full or part-time enrollment status;
6. Terms and dates of enrollment;
7. President's list, Dean's list, and other officially recognized student honors, awards and special achievement;
8. Hometown of members of President's list, Dean's list, and other officially recognized student honors, awards and special achievement;
9. Participation in officially recognized student activities and sports;
10. Weight, height, and hometown of members of athletic teams;
11. Photograph;
12. Graduation list;
13. Degrees, diplomas and certificates received and the completion date.

Students who do not wish any or all of this information to be released must notify in person or in writing the Registrar's Office each semester.

In addition, Wilkes Community College is required by the Solomon Amendment (a federal law) to provide military recruiters, upon request, with the names, addresses, telephone numbers, age or date of birth, level of education, and major unless students have advised the college that they do not want their information disclosed without prior written consent.

## **WCC College Transfer Advising Center**

The WCC College Transfer Advising Center (CTAC) located in Room 413 Hayes Hall provides ongoing assistance to WCC students enrolled in the AA, AS, and AGE programs to facilitate successful transition to a senior institution. Transfer advisors are available throughout the semester to assist students with development of academic goals related to intended majors/careers, planning course schedules, and understanding transfer requirements at four-year institutions.

WCC transfer advisors are committed to providing appropriate, accurate, and timely information at every stage of a student's academic career. Students, however, are ultimately responsible for understanding college regulations and for meeting graduation and transfer requirements.

## **Transfer of Credits to Senior Institutions Comprehensive Articulation Agreement**

Wilkes Community College (WCC) offers two associate degrees that parallel the freshman and sophomore years at North Carolina public universities. Degrees offered are the Associate in Arts (A.A.) and Associate in Science (A.S.), as well as a number of pre-major curricula. The North Carolina Community College System and the University of North Carolina Board of Governors participates in a cooperative plan called the Comprehensive Articulation Agreement (CAA) which facilitates the transfer of credit between each of North Carolina's community colleges and between the community colleges and the UNC institutions. Many members of the North Carolina independent colleges and universities honor a similar agreement.

Students may obtain detailed information about college transfer and specific transfer agreements by contacting their advisors or through the College Transfer Advising Center. E-mail inquiries should be sent to [wcc.ctac@wilkescc.edu](mailto:wcc.ctac@wilkescc.edu). Major components of the current transfer agreements with UNC institutions and participating colleges are outlined below:

- The 44-hour general education core transfers, in total, to UNC system schools. The general education core, completed in total, substitutes for the university's general education core. Students who complete the general education core but not the AA or AS should apply for the Transfer Core Diploma. (Grades in each course must be "C" or better).
- Graduation with an AA or AS degree fulfills all general education requirements at the public universities. Students must take additional courses required for their major if these were not completed as part of the AA or AS degree. To be eligible for inclusion in this

policy, students must have an overall GPA of at least 2.0 and a grade of “C” or better in all CAA courses.

- AA and AS graduates transfer to UNC institutions with junior status. Admission to the university/major is not guaranteed and all admission requirements must be met. Additionally, students must meet the graduation requirements for the four-year school (for example, a foreign language requirement).
- AA and AS non-graduates may receive credit for general education courses completed. This will be at the discretion of the transfer institution.
- AAS students may receive credit at the university for selected courses. The receiving institution will determine whether the course(s) will count as general education, major, or elective credit.
- For students who have completed more than 14 credit hours outside of the North Carolina Community College System and the North Carolina four-year institutions participating in the CAA, the CAA may not apply. For those students, it is especially important to work with the four-year institution of choice to determine course selection.

### **Pre-Major Agreements**

Pre-major agreements are another component of the CAA. These guide students toward transfer to UNC institutions as a junior in the major. Additional pre-major courses for admission to the major may be required. WCC offers pre-majors in Business Administration and Nursing. Students are advised to check with their advisor or the College Transfer Advising Center to determine whether a pre-major is appropriate for them when transferring.

### **Planning for Transfer**

Students planning to transfer are encouraged to work closely with academic advisors in the College Transfer Advising Center. College transfer advisors are prepared to advise students in the selection of courses; however, students are ultimately responsible for proper course selection. Students should first determine whether it is best to follow a pre-major agreement or to devise a personalized transfer plan. If enrolled in a pre-major, follow the curriculum precisely. For elective courses, and for those not following a pre-major, students should take the steps below to ensure that courses are not taken unnecessarily, and to avoid loss of credit when transferring.

- Carefully examine the current website of the four-year college or university to which transfer is planned.
- Closely follow the recommendations for the program of study at the four-year institution.
- Contact the College Transfer Advising Center for assistance in developing a list of courses specific to the major and four-year college or university of choice.
- Be sure to enroll only in courses approved for the AA or AS degree programs.
- Admission applications to NC senior colleges and universities are available online at [www.cfnc.org](http://www.cfnc.org) or at the individual college or university website. Applications should be submitted at least six months prior to the date of intended enrollment. For more information about the CAA, please visit [www.northcarolina.edu/content.php/assessment/reports/students\\_info/caa.htm](http://www.northcarolina.edu/content.php/assessment/reports/students_info/caa.htm).

### **Minimum Course Requirements (MCR)**

Each student needs to be familiar with the Minimum Course Requirements (MCR) in effect at the time of the student’s high school graduation. In North Carolina, meeting MCR deems a student admissible to a university but does not guarantee admission. A student must meet MCR even if applying as a transfer student. If a student does not meet MCR, the deficiency has implications for the course work that must be completed at the community college level in order to become admissible to a four-year institution. For nontraditional students, exemptions may be made. Students are ultimately responsible for ensuring the MCR is met through high school courses or community college courses.

# Student Financial Aid

Wilkes Community College provides assistance in the form of grants, scholarships, part-time employment and loans. All degree or diploma seeking students may apply for aid. Aid is awarded on the basis of financial need and academic potential.

Information and applications may be obtained from the Financial Aid Office located in Alumni Hall, Ashe Campus and Alleghany Center. Applications must be filed annually. All information received will be kept confidential.

It is recommended that applications for federal student aid and WCC scholarships be submitted by May 15 preceding fall semester enrollment at the college. Funding for many programs is limited. Late applicants (after May 1) may find that funds for some programs are obligated and award packages may be finalized after the applicants enroll and pay required tuition and fees.

Financial aid will not be awarded to students until all admission requirements have been completed.

## How to Apply for Financial Aid

Complete the normal admissions process to enter the college. Complete the FAFSA (Free Application for Federal Student Aid) or go online to [www.fafsa.gov](http://www.fafsa.gov) to do the FAFSA. Students will be considered for all aid programs available through the college (as described in this section) except certain scholarships or loans.

Continuation of financial aid from one academic year to the next is not automatic. Students who plan to enroll in college for another year must re-apply for financial aid. Applications (FAFSA and the WCC Scholarship Application) will be available after the first of January in the Financial Aid Office or online at [www.wilkescc.edu](http://www.wilkescc.edu).

## Eligibility for Aid

Most awards are based on financial need. This is determined by subtracting the estimated family contribution from students' educational costs. Other requirements may be established by the agency or individual making the funds available. Funds received must be spent on educational expenses.

Failure to maintain academic progress as defined by the U.S. Department of Education and this institution **specifically for financial aid recipients** will result in the loss of eligibility for financial aid. Eligibility may be reinstated by re-establishing satisfactory progress. For complete description refer to satisfactory progress guidelines in this catalog.

Financial aid recipients must notify the Financial Aid Office of any change in enrollment status or program of study that occurs after registration day each semester.

## Disbursement of Aid

Students approved to receive financial assistance will receive an award letter detailing the type(s) and amount(s) of aid to be received. Awards are made for the academic year which is 32 weeks of instructional time beginning with fall semester and ending with the spring semester. **Students approved for financial aid will be allowed to charge against their financial aid and then if funds are remaining in their accounts, a check will be sent to clear up the account for the semester. Refer to the financial aid calendar for the date each semester.**

Federal Work-Study payments will be made on the last work day of each month or as indicated on the work-study time sheet. **All other types of financial aid assistance approved by the Financial Aid Office** will be made on an individual basis as approved by the director of financial aid.

## Types of Aid Available

Listed below are the types of financial aid programs available. Before receiving financial aid, all applicants must verify their intent to enroll as regular students in an eligible program of study which, upon completion, will result in attaining a degree or diploma. Additional information

is available in "The Student Guide," a free publication from the U.S. Department of Education, available in the Financial Aid Office. As a condition of applying for federal and state financial aid, applicants must sign the FAFSA form. By signing the FAFSA, students agree, if asked, to provide information that will verify the accuracy of the aid application. Also, students certify that they (1) will use federal and/or state aid to pay the cost of attending WCC, (2) are not in default on a federal student loan, (3) do not owe money back on a federal student aid grant, and (4) will notify WCC if they default on a federal student loan.

**Federal Pell Grants** – A federal program for low-income families. Eligibility is calculated by the federal student aid processing center and the results, called a student aid report (SAR), are sent directly to students.

**Federal Supplemental Educational Opportunity Grant (SEOG)** – A federal grant administered by the college available to students with high financial need.

**NC Community College Grant (NCCCG)** - A state grant program administered by College Foundation, Inc. Eligibility is determined based on the same criteria as the Federal Pell Grant. Students not eligible for the Federal Pell Grant may be considered for this grant based upon their estimated family contribution as determined on the SAR. Eligible students are notified by letter by the Financial Aid Office.

**North Carolina Education Lottery Scholarship** – The NC Education Lottery Scholarship was created by the 2005 General Assembly to provide financial assistance to needy NC resident students attending eligible colleges and universities located within the state of NC. Applicants must be a NC resident for tuition purposes, enroll in at least credit hours per semester, be meeting satisfactory academic progress requirements at WCC. The value of the grant varies according to information that is generated from the Free Application for Federal Student aid applications (FAFSA).

**Federal College Work-Study (CWS)** – Provides part-time employment to students based on their financial need. Students work in an area related to their program of study whenever possible.

**Federal Direct Loans** – Loans of up to \$3,500 for first year; \$4,500 for second year are available. For students demonstrating financial need, the federal government will "subsidize" or pay the interest on these loans while the students are in school. Contact the Financial Aid Office for the application and additional information.

**Scholarships** – Scholarships are awarded on the basis of academic ability, financial need, and other requirements set by the scholarship donor. Award amounts vary from \$100 to \$1,500 per semester. An institutional scholarship application is required. The scholarship application deadline is March 1 for new students and May 1 for returning students. For more information about scholarships, including scholarship searches over the Internet, contact the director of financial aid.

## Scholarships

James Richard Absher Memorial  
William J. Alexander Memorial  
J. Jay Anderson  
Ashe County DARE Program  
Opal Triplett Ashley Memorial  
Chris Austin Memorial  
George Cornelius Barber Memorial  
Zola Gage Barber Memorial  
Lois C. Beale  
Dr. Seth M. Beale Memorial  
Blue Ridge Electric Membership Corp.  
Blue Ridge Shoe  
Thomas C. Bowie Memorial  
W.A. Brame, Sr., and W.A. Brame, Jr  
Hubert Douglas Brewer Memorial  
Leon and JoAnn Brewer  
Joe Oliver and Lillie Bryan Brewer  
Frank W. Burrell Memorial  
Randall C. Cupp Memorial  
Ron and Ennis Davis Memorial  
Joseph Robert and Roxine Early DeMorio  
H.V. and Betty H. Douglas  
Jim Eads Memorial  
Charles Elledge Memorial  
Millard Hansford Eller  
Gertrude Elliott Allied Health  
Agnes Faw  
Joe E. Faw Memorial/Wilkes County  
Homebuilders  
Norma Jean Faw Building Industry  
Elizabeth Cowles Finley  
Fred "Sonny" Gaither Memorial  
Gaither-Linney Memorial  
Judge and Mrs. Robert W. Gambill  
Edd F. Gardner  
Coot Gilreath Memorial  
James R. Graham Vocational  
Bill Greene Memorial  
Carl W. Haigh Memorial  
J.B. Hash  
Lucy S. Hamby Memorial  
J.E. Hayes  
Margaret Hayes Memorial  
Samuel E. and Jean E. Hoss Memorial  
Dr. Fred C. Hubbard  
Tommy Huskey  
John Idol Memorial  
Milton James Ingram, Sr.  
The Jeffersons Rotary Club  
Jessica Jensen Memorial  
George P. and Cordia H. Johnson  
Memorial  
Rebecca Johnson Memorial  
Y.B. Johnson Memorial  
Pat Lewis Johnston Memorial  
R. Don and Dora Laws Loan Fund  
Louisiana Pacific  
Charlie and Sadie Lovette Memorial  
Fred Lovette Memorial  
Margaret R. Lovette Memorial  
Lucille Green Lowe Nursing  
Lowe's Charitable and Edu. Foundation  
Beulah H. Maury Memorial  
Edwin McGee Memorial  
Tommy McLean Memorial  
Blanche P. McNeill Memorial  
Chelsie and Dare Edmiston McNeil  
Memorial  
Christopher and Gary McNeil Memorial  
Robert B. McNeill Memorial  
The Melton Foundation Nursing  
Scholarship Program  
Gurney and James Taylor Miller Memorial  
Lawrence A. Miller Memorial  
Joel Motsinger Memorial  
Mulberry-Fairplains Ruritan Club  
Edith Murphy Memorial  
Lura Myers Memorial  
Adrienne Louise Necessary Memorial  
New Century Scholars  
Dwight Vance Nichols Memorial  
Ted Roosevelt Nichols Memorial

North Carolina Association of Broadcasters  
 N. Wilkesboro Elks Lodge  
 N. Wilkesboro Junior Woman's Club  
 Jane Ogburn Memorial  
 Lt. Colonel and Mrs. James F. Payne  
 Pleasant Hill Baptist Church  
 Robert L. and Martha M. Proffit Memorial  
 Tony Randall  
 Ambrose Reeves Memorial  
 Rendezvous Mountain Charter Chapter of the Daughters of the American Revolution  
 Bonnie Rhodes  
 Roaring Gap Fund  
 Dr. C.L. Robbins  
 Ruritan National Foundation  
 Skyline Telephone-Frank James Memorial  
 N.B. and Hattie Smithey Scholarship Loan Fund  
 Dr. J. Hugh Sowder Memorial  
 Sprint Telephone/Embarq  
 State Employees Credit Union Foundation  
 Parker Steele Memorial  
 T.E. Story, Jr. Memorial  
 T.E. Story, Sr. Memorial  
 Ray G. Stroud Memorial  
 Dr. Bob C. Thompson  
 Charles Scott Thompson Memorial  
 Townes Family  
 Tyson Foundation, Inc.  
 Wachovia Technical  
 Watauga/Ashe/Wilkes Foundation  
 Merle Watson  
 WCC Alleghany Center  
 WCC Ashe Campus  
 WCC Auto Tech.-Brown Automotive  
 WCC Auto Tech.-Douglas and Sons  
 WCC Auto Tech.-Junior Johnson  
 WCC Auto Tech.-McNeill/NW Toyota  
 WCC Auto Tech.-Salem Leasing  
 WCC Auto Tech.-Odell Whittington Memorial

WCC Autobody  
 WCC Building Construction Tech  
 WCC Culinary  
 WCC Drama  
 WCC Horticulture  
 WCC Human Services  
 WCC Information Tech. Professionals  
 WCC Radio/TV Broadcasting  
 WCC Science/Technologies  
 WCC Student Support Services  
 WCC Transportation Occupations  
 Wilkes Business Women's Club  
 Wilkes Chamber of Commerce  
 Wilkes Community College  
 Wilkes County Cruisers  
 Wilkes County Home Builders/Association-Women's Auxiliary  
 Wilkes Educational Foundation  
 Wilkesboro High School Class of 1950  
 Lewis Williams Memorial  
 Rex Williams Memorial  
 Women's Service League  
 Blair C. Yale  
 Bill Young



## Financial Aid Refund Policy

### 1. All Students Receiving Federal Student Aid

The college must return a portion of Title IV funds received for aid recipients withdrawing from the college prior to the 60 percent point of the semester. The amount refunded shall be the amount defined by the federal statutes or the state refund policy, whichever is larger. Return of Title IV funds, as calculated by the Financial Aid Office, will be credited back in the following order:

1. Federal Direct Loans
2. Federal Pell Grant Program
3. Federal SEOG Program
4. NCCCG Program
5. Scholarship Program, and
6. Student

### 2. Other Information

#### a. Pell Grant Repayment Policy

Students who change enrollment status during the regular “drop/add” period will have the amount of their federal Pell Grant adjusted by the Financial Aid Office and any unearned aid will go back to the Pell Grant account. For students who drop after the “drop/add” period but during the refund period the Pell Grant is not adjusted but any unearned aid is returned to the Pell Grant account. If this represents a withdrawal, students may lose eligibility to receive federal Pell Grant funds for the next semester of enrollment. Students would owe a return of Title IV funds to the Pell Grant account other than the refunded amount, if the student did not attend classes or withdrew all classes prior to the 60% point of a semester. The procedure to calculate the refund amount, if any, will be used as outlined in the Federal Student Financial Aid Handbook.

#### b. Students Who Register But Do Not Attend

If students use Title IV funds to register for a course(s) but does not attend, the college is required by federal law to return all tuition and fees to the appropriate financial aid program.

#### c. Students Who Owe A Return of Title IV Funds

Students who owe a return to any Title IV program will be notified in writing by the Financial Aid Office. Students who fail to repay as directed by the Financial Aid Office, will not be allowed to register until the account has been settled. Students not making repayment by the end of the academic year (June 30), will be referred to the U.S. Department of Education (if Title IV funds are involved) or to the Attorney Generals Office.

## Satisfactory Academic Progress Policy for Financial Aid Recipients

### Purpose

Federal and state regulations require that students receiving financial aid maintain Satisfactory Academic Progress (SAP). WCC applies these standards to all federal and state financial aid funds in order to maintain a consistent procedure for all students receiving assistance.

### Procedure Statement

In order to be eligible for financial aid, students must meet the following minimum guidelines:

1. **Qualitative Standard** – Must not be suspended according to the College’s academic suspension procedure. In addition, a student must maintain a cumulative Grade Point Average (GPA) of 2.0.

2. **Quantitative Standard** – Must earn 67 percent of the total cumulative credit hours attempted (e.g., if the student has attempted 50 credit hours, the student must have earned credit for at least 33 hours). The number of hours attempted is defined as the total cumulative number of credit hours for which the student was enrolled at the general 10% point of each term. The total number of hours earned is defined as the total cumulative number of credit hours from each term at WCC for which the student received a passing grade as noted on the student’s academic transcript.
3. **Maximum Time Frame** – Must complete program of study in a time frame not to exceed 150 percent of the published length of the program for full-time students. This will be measured in credit hours (e.g., if the academic program length requires 60 credit hours, maximum time frame cannot exceed 90 credit hours **attempted**). Transfer credit hours accepted from other institutions are included in the calculation of the maximum time frame. Once students have earned an associate degree from WCC, may return and receive one additional associate degree.

## Special Notes

**Withdrawal** – Students who withdraw from classes at WCC should understand their withdrawal will affect their eligibility for financial aid as determined by this Satisfactory Academic Progress procedure. Students who unofficially withdraw or withdraw failing also will have difficulty meeting the SAP requirements.

**Grades of “Incomplete”** – Students will not be affected by “incomplete” at the time of review. Should the grade become final before the review, the actual grade, credits attempted, and credits earned will be used to determine if the student is making SAP.

**Repeated Courses** – In accordance with WCC procedure, a student is permitted to retake courses. The new grade earned from a repeated course will be used to determine eligibility in accordance with this procedure. For GPA calculation, previous grades are zeroed out in accordance with the procedure for repeating a course. However, the previous hours attempted and earned will continue to be counted in the total hours attempted and earned.

**Developmental (Non-Credit) Coursework** – Developmental Education courses (designated by course numbers below 100, ex., MAT 060) are not included in the calculation of satisfactory academic progress. However, there is a limit on the amount of non-credit remedial coursework that can be included in a student’s enrollment status or cost of attendance. Developmental credit hours earned in excess of 30 total semester credit hours cannot be counted towards enrollment status for federal and state grants or towards the cost of attendance for campus-based or FFEL programs.

**Summer Session** – Credit hours attempted and earned during a Summer session will be included in the calculation of Satisfactory Academic Progress, just as for any other term of study.

## Review Process

**It is the responsibility of the student to be aware of his/her Satisfactory Academic Progress status for financial aid eligibility.** To determine a student’s academic progress status and eligibility for financial aid, a student’s academic record will be evaluated at the end of each term.

Financial aid recipients will be granted a two-term period following the first term of failure to regain cumulative satisfactory academic progress. The first term after failure to make satisfactory academic progress is known as “warning” status. If satisfactory academic progress is not regained, the next term is known as “probationary” status. During the monitoring and probationary status periods, a student may continue to receive financial aid provided she/he is otherwise eligible. Students are expected to use this period to work on re-establishing satisfactory academic progress.

If, at the end of the warning and/or probation periods, the student is able to re-establish satisfactory academic progress, the probation is lifted. After these two terms, if satisfactory

academic progress has not been regained, she/he is placed in "terminated" status and the student is no longer eligible for financial aid until their progress is again satisfactory.

### The Plan

Academics is going to have to the same policy as financial aid so there will be no confusion in the statuses. Whenever a student is on the warning status a letter will be sent for them to come in to talk with a financial aid representative and then they will be encouraged to talk with Retention Coordinator and come up with a plan on what the students needs to do to improve their academic status.

A student who does not meet the academic requirements for aid eligibility at the end of the probationary term may attend the next term(s) (**without financial aid**) in order to make up the deficiencies (2.0 grade-point average and/or 67% completion rate). This only applies if the student has not been placed on **academic** suspension.

### Appeal Process

A student who has become ineligible for financial aid due to a failure to meet the minimum guidelines for satisfactory academic progress may appeal his/her status to the Financial Aid Office. Appeals will be considered for special circumstances. These may include:

1. Extended student/family illness or injury (**documentation required**).
2. Death of a relative (**documentation required**).
3. Change of degree program.

All appeals must be made in writing explaining the basis for the appeal. Students may pick up a copy of the Appeals Application in the Financial Aid Office. All appeals along with supporting documentation must be submitted to the Financial Aid Office, Wilkes Community College, Post Office Box 120, Wilkesboro, NC 28697. **Note: Students on approved financial aid appeal are not eligible for the Federal Family Educational Loan Programs or for Federal Work Study.**

### Budget Information

Listed below are estimated expenses for a nine-month academic year (fall and spring semesters). This budget estimate is based on full-time enrollment of 16 or more semester hours:

Item	Single Dependent	Commuter	Married or Independent Commuter
Tuition/fees*	\$ 2,328.00		\$ 2,328.00
Books and Supplies	1,200.00		1,200.00
Room and Board	3,500.00		5,000.00
Transportation	2,900.00		2,900.00
Personal/Misc. Expenses	2,000.00		2,000.00
Total Expenses	\$11,928.00		\$13,428.00

\*Add \$3,074.00 for out-of-state tuition.

**Budget information subject to change without notice.**

### For More Information

Questions or requests for more information should be directed to the Financial Aid Office, at (336) 838-6146, e-mail vickie.call@wilkescc.edu.

## **Veteran Educational Benefits**

Wilkes Community College programs of study are approved by the North Carolina State Approving Agency (NCSAA) for veterans and eligible family members seeking access to educational benefits provided by the Veteran's Administration.

### **Basic Eligibility:**

#### **Post 9/11 GI Bill (Chapter 33).**

As of August 1, 2009, the Post-9/11 GI Bill is effective for training. Approved training under the Post-9/11 GI Bill includes graduate and undergraduate degrees, and vocational/technical training. All training programs must be offered by an institution of higher learning (IHL) and approved for GI Bill benefits.

This benefit provides up to 36 months of education benefits, generally benefits are payable for 15 years following your release from active duty.

The application requires that individuals currently eligible for benefits under the Montgomery GI BILL (MGIB a.k.s. chapter 30), MGIB-Selected Reserve (MGIB-SR a.k.a. chapter 1606) or Reserve Educational Assistance Program (REAP a.k.a. chapter 1607), make an irrevocable election from their existing program to Post-9/11 GI Bill.

#### **Montgomery GI Bill (Chapter 30 or Chapter 1606).**

Persons who first entered active duty after June 30, 1985, are generally eligible. Had military pay reduced by \$100 a month for first 12 months. Continuously served for 3 years, OR 2 years if that is what you first enlisted for, OR 2 years if you entered the Selected Reserve within a year of leaving active duty and served 4 years ("2 by 4" Program).

The MGIB program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following your release from active duty.

#### **Veterans Educational Assistance Program (VEAP - Chapter 32).**

This program is for veterans who entered active duty for the first time after December 31, 1976, and before July 1, 1985, and contributed to a training fund.

VEAP is available if you elected to make contributions from your military pay to participate in this education benefit program. Your contributions are matched on a \$2 for \$1 basis by the Government. You may use these benefits for degree, certificate, correspondence, apprenticeship/on-the-job training programs, and vocational flight training programs. In certain circumstances, remedial, deficiency, and refresher training may also be available.

#### **Survivors' & Dependents' Educational Assistance(Chapter 35).**

Dependents' Educational Assistance provides education and training opportunities to eligible dependents of certain veterans. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. If you are a spouse, you may take a correspondence course. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

### **Payment Guidelines:**

Wilkes Community College does not participate in the Advance Payment Program. Veteran students are required to pay any unmet charges at the time of registration with exception to veterans eligible for 100% Chapter 33 benefits. Payments of educational benefits are made directly to the veteran by the Department of Veteran Affairs by check or direct deposit for the period the veteran is in attendance in an eligible program and has remaining entitlement.

**Maintaining Satisfactory Academic Progress**

Students receiving VA benefits must maintain satisfactory academic progress as outlined in the catalog, listed under Academic Regulation, Academic Progress and Standards. Any recipient who fails to meet the Academic Progress and Standards will be placed on academic probation. If, at the end of the probationary period, standards are not met, the recipient's enrollment will be terminated for unsatisfactory progress with the U.S. Department of Veteran Affairs.

**Reinstatement of Veterans Benefits Eligibility**

Veterans/eligible dependents suspended for academic or disciplinary reasons must meet with a counselor prior to reinstatement. Those academically suspended must show evidence that the cause of the unsatisfactory process has been removed. If reinstated, students will be certified for one semester only pending continued satisfactory progress.

**Servicemembers Opportunity College**

Wilkes Community College has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC). As a SOC member, Wilkes recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. Servicemembers Opportunity Colleges, a consortium of national higher education associations and more than 569 institutional members, functions in cooperation with the Department of Defense (DOD), the military services and the Coast Guard to help meet the voluntary higher education needs of Service members. It is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).

# Student Center

Alumni Hall is a major focal point of campus social life. The first floor of this building provides many resources for the social, educational, and personal needs of the student body. Specifically, it houses food services, a game room, TV lounge, student commons, wellness center, office of the Student Government Association, computer lab, first aid room, meeting rooms, and the Student Services Office. Most of the services available in Alumni Hall are open for student use during regular college operating hours and questions regarding these areas should be directed to the Student Services Office.

## Student Activities

The Office of Student Activities offers a wide variety of extra-curricular programs for the students at Wilkes Community College. The types of activities that are currently being offered include intramural events, clubs, SGA activities, special student activity events, wellness center and game room activities, and various educational/community service programs.

These activities are designed to enhance the leadership, intellectual, cultural, and personal development of our students. They also promote and encourage a community atmosphere among the entire student body and provide the students with more opportunities to network with their peers. All activities (clubs or special events) are advised by staff and faculty members who are committed to providing the kind of dedicated leadership which promotes successful achievement of organizational goals, but which also allows ample freedom for student innovation and decision making. In addition, all student activity events are supervised by a staff or faculty member who is present at the events. The handbook, **Guidelines for Student Organizations**, provides detailed procedures for various club functions. This handbook is available on the college website and is provided to all club advisors.

For a club to be officially recognized as a WCC student organization, it must be sponsored by a WCC staff or faculty member and it must file a club registration form with the Student Activities Office each school year. Any new club wishing to be chartered must follow the procedures listed in the handbook, **Guidelines for Student Organizations**.

Provided below are descriptions of the many clubs and resources that are available for students at Wilkes Community College.

## Student Organizations and Activities

### Student Government Association

The Student Government Association (SGA) is the official representative of the student body at Wilkes Community College. Officers and representatives are elected each year and work with the students in organizing a variety of activities throughout the year. In addition, SGA approves charters for organizations and allocates funds for student events. It also provides leadership in student affairs and assists in the development of programs for the betterment of the college. The SGA president serves as an ex-officio member of the college's Board of Trustees and participates in the review of policies that will affect student life at Wilkes Community College.

The SGA is a member of the North Carolina Comprehensive Community College Student Government Association (N4CSGA). Each year students are given the opportunity to attend conferences sponsored by this organization, which allows them to learn more about student activities/student government.

It is not necessary to hold an elected position to attend SGA meetings. SGA meetings are held the 1st and 3rd Thursday of each month during fall and spring semesters. Students interested in becoming involved with SGA at the Wilkes Campus should contact Advisor Jane Bowman at 336-838-6142 or email [jane.bowman@wilkescc.edu](mailto:jane.bowman@wilkescc.edu). For SGA at the Ashe Campus, contact Advisor Heather Willard at 336-846-3900, Ext. 3127 or email [heather.cook@wilkescc.edu](mailto:heather.cook@wilkescc.edu). For SGA at the Alleghany Center, contact Kathryn Abernathy at 336-372-506, Ext. 229 or email [kathryn.abernathy@wilkescc.edu](mailto:kathryn.abernathy@wilkescc.edu).

### Accessibility Awareness Club

The Accessibility Awareness Club (ACC) strives to connect all students with resources and build a network of support. The club does this by offering yearly disability awareness events and monthly meetings. The club strives to replace the walls of misunderstanding, discrimination,

and judgment with long-lasting friendships. This club hopes to provide a means of social interaction for students who may feel different from many of their peers, in addition to raising awareness on campus of the needs of the students with disabilities. For more information contact Advisor Sherry Thompson at 336-838-6560 or email [sherry.thompson@wilkescc.edu](mailto:sherry.thompson@wilkescc.edu).

### **Architectural Technology Club**

The purpose of the Architectural Technology Club shall be to promote interest in the architectural field along with additional education and training above and beyond the classroom. Members are provided the opportunity to meet with successful professionals in the community and to work on special projects and events. The club also coordinates field trips to nationally recognized monuments and buildings. For more information contact Advisor Stacie Taylor at 336-838-6551 or email [stacie.taylor@wilkescc.edu](mailto:stacie.taylor@wilkescc.edu).

### **Auto Body Club**

The Auto Body Club is comprised of students enrolled in Collision Repair and Refinishing Technology. For more information contact Advisor Jamie Reavis at 336-838-6192 or email [jamie.reavis@wilkescc.edu](mailto:jamie.reavis@wilkescc.edu).

### **Baptist Student Union**

The purpose of the Baptist Student Union (BSU) is to promote a spiritual and Christian atmosphere on campus. Membership is open to all currently enrolled students. Activities include weekly Bible study meetings, mission activities, community outreach and retreats with students who attend other colleges and universities in North Carolina.

The club is sponsored by the Baptist State Convention of N.C., Brushy Mountain Baptist Association, Stone Mountain Baptist Association, First Baptist Church of North Wilkesboro, Wilkesboro Baptist Church and friends of the BSU.

All WCC students, regardless of denomination, are invited to join in on the fun and fellowship of the WCC BSU. For more information contact Advisor Kristen Macemore at 336-838-6247 or email [kristen.macemore@wilkescc.edu](mailto:kristen.macemore@wilkescc.edu).

### **Culinary Club**

The Culinary Club is comprised of students who are enrolled in the Culinary Technology program. The primary purpose of this club is to provide scholarships to members with monies earned through career enhancing experiences. The club offers opportunities for fellowship with other students and industry professionals in order to provide the members with network opportunities within their chosen professions. For more information contact Advisor Kimrey Jordan at 336-838-6506 or email [kimrey.jordan@wilkescc.edu](mailto:kimrey.jordan@wilkescc.edu).

### **Dental Assisting Club**

The WCC Dental Assisting Club offers dental assisting students accepted in the program an opportunity to participate in on-campus and community activities. The club strives to inform their fellow students and the community of the importance of proper dental care. The club provides opportunities for students to attend local and state meetings to share ideas and information pertinent to their field. This club provides assistance in making local contacts for employment after graduation. For more information contact Advisor Jennifer Hastings at 336-838-6253 or email [jennifer.hastings@wilkescc.edu](mailto:jennifer.hastings@wilkescc.edu)

### **Diesel Club**

The Diesel Club is comprised of students enrolled in Diesel and Heavy Equipment Technology. For more information contact Advisor Ricky Smith at 336-838-6225 or email [ricky.smith@wilkescc.edu](mailto:ricky.smith@wilkescc.edu).

### **Game Room**

The game room is a popular student "hang out" and is located in Alumni Hall. It has foosball and ping pong tables which are available for student use during regular college operating hours. A valid student ID is required for use of the game room. For more information visit Student Services.

### **Human Services Club**

The purpose of this organization is to provide for the personal and professional development of students in preparation as human service workers. The club focuses on personal values, motivation, orientation towards human service work, interpersonal relationships and communication skills. It also seeks to provide mentors for entering human services students. Membership requirements include: enrollment in the Human Services Technology program, interest in development of self and community, and motivation to set a professional example in

the helping field. For more information contact Advisor Erica Sales-Walker at 336-838-6523 or email [erica.walker@wilkescc.edu](mailto:erica.walker@wilkescc.edu).

### **Industrial Technology and Electronics Club (ITEC)**

The purpose of ITEC, located at the Ashe Campus, is to provide a forum that enables students to implement the various technical skills acquired during their college career. In addition, students will have an opportunity to design and coordinate presentations for businesses and industries, and advise in curriculum decisions related to technology. For more information contact Advisor Chris Bare at 336-846-3900 ext. 3112 or email [chris.bare@wilkescc.edu](mailto:chris.bare@wilkescc.edu).

### **Intercultural Club**

The purpose of this organization is to promote awareness and celebration of diverse cultural groups, both domestic and international. The Intercultural Club provides students the opportunities to discover and share information of diverse cultures with the college and the community. Members have the opportunity to travel to cultural events sponsored by the Global Education Department. Membership is open to all full time WCC students who have interests in cultural diversity. For more information contact Advisor Nathan Richardson at 336-838-6183 or email [nathan.richardson@wilkescc.edu](mailto:nathan.richardson@wilkescc.edu).

### **Medical Assisting Club**

The purpose of the Medical Assisting Club is to promote interest in the medical assisting field and to assist with professional development. The club networks with the local chapter of medical assistants who are affiliated with the state and national levels of the American Association of Medical Assistants. The club identifies special needs within the community and members try to gear their projects toward assisting with those needs. Membership is open to students who are enrolled in the Medical Assisting program. For more information contact Advisor Joyce Minton at 336-838-6251 or email [joyce.minton@wilkescc.edu](mailto:joyce.minton@wilkescc.edu).

### **National Technical Honor Society**

The National Technical Honor Society is America's foremost scholastic honor for excellence in workforce education and members represent the top 5% of students enrolled in vocational and technical programs. The WCC chapter encourages students to set goals and challenges them to give their best. Members are students who have earned an excellent scholastic record and demonstrate critical workplace values; honesty, responsibility, technical skill, teamwork, initiative, leadership, and good citizenship. Membership is by invitation. See College Honors. For more information contact John Hauser at 336-838-6149 or email [john.hauser@wilkescc.edu](mailto:john.hauser@wilkescc.edu).

### **Phi Theta Kappa - Alpha Kappa Omega Chapter**

Phi Theta Kappa is the international honor society for two-year college students. The purpose of Phi Theta Kappa is to recognize and to encourage scholarship, leadership, fellowship, and service among two-year college students. Its members enter into an intellectual and cultural fellowship that extends beyond a particular campus to regional and national networks. Through the achievement of these goals, Phi Theta Kappans continue to enrich themselves, their communities and society. Membership is extended by invitation. See College Honors. For more information contact Blair Hancock at 336-838-6230 or email [blair.hancock@wilkescc.edu](mailto:blair.hancock@wilkescc.edu).

### **Respiratory Therapy Association**

The purpose of the Respiratory Therapy Association is to promote interest in respiratory therapy, assist with professional development, and encourage community involvement. Membership is open to all students that are enrolled in the Respiratory Therapy program. For more information contact Advisor John Gleeson at 336-838-6472 or email [john.gleeson@wilkescc.edu](mailto:john.gleeson@wilkescc.edu)

### **Rotaract Club**

Rotaract is a worldwide organization of young college men and women who believe they can make a difference. Through community and international service projects, rotaractors help improve the lives of the people around them. In so doing, they develop leadership skills and professional skills and establish a network of friends. Rotaract is friendship in action. Activities of the club include: Adopt-A-Highway Cleanup; Make A Difference Day; walk-a-thons to raise awareness and money for projects; volunteering at the county fair; Merle-Fest and college functions; assist with foster-care Christmas Party; support of local food pantries; and variety of social events. For more information contact Advisor Beth Foster at 336-838-6173 or email [beth.foster@wilkescc.edu](mailto:beth.foster@wilkescc.edu).

### **SIFE Club**

The SIFE Club is a combination of the Accounting and Business Administration Programs



and is designed to bring together students and faculty of business and accounting and also members of the business community so that students may further their knowledge and interest in business and accounting professions. The SIFE Club will promote and foster the development of leadership and employability skills in business and accounting students. For more information contact Robin Phillips-Hauser at 336-838-6122 or email robin.hauser@wilkescc.edu.

### **Southern Oriented Culture Organization (SOCO)**

The purpose of the Southern Culture Club is to provide opportunities for students, faculty, and staff to learn about and participate in activities related to the culture and history of the Southern states, with a particular focus on the Appalachian region. This purpose is met through fieldtrips, guest speakers, social gatherings, films, and presentations. For more information contact Julie Mullis at 336-838-6502 or email julie.mullis@wilkescc.edu.

### **Special Student Activity Events**

A number of special student activity events are organized for students by the student activities coordinator through the Student Services Office. The focus of the student activities program is to provide a wide variety of activities to meet the social, educational, cultural, and recreational needs of the students. Some examples of events organized in the past include: canoe trips, horseback riding trips, gameshows, dances, health and wellness programs, and community service projects. Additional activities may be added as needs develop and funding and facilities permit. Students are encouraged to share their ideas and assist in the production of these events by contacting the Student Activities Coordinator, Jane Bowman at 336-838-6142 or email jane.bowman@wilkescc.edu.

### **Student Nurses Association**

The purpose of the Student Nurses Association is to promote interest in, and knowledge of, nursing in the college community; and to act as "a big brother or big sister" to entering nursing students. Membership is open to all students enrolled in the Associate Degree Nursing program. For more information for 1st year club contact Advisor Pamela Rhoades at 336-838-6254 or email pamelarhoades@wilkescc.edu. For 2nd year club contact Advisor Laura Walsh at 336-838-6250 or email laura.walsh@wilkescc.edu.

### **WCC SkillsUSA Organization—"Champions at Work"**

WCC SkillsUSA is a partnership of students, teachers, and industry; working together to ensure America has a skilled work force. SkillsUSA serves the students who are enrolled in programs preparing them for technical, skilled and service careers. SkillsUSA adds to students' technical training by teaching them leadership skills, teamwork, citizenship and character development—all things that go into shaping responsible, reliable employees who will one day become leaders in our workplaces. For more information contact Advisor Hardin Kennedy at 336-838-6219 or email hardin.kennedy@wilkescc.edu.

### **WCC Student Game Development Club**

The purpose of the SGDC is to give students the opportunity to learn about the art, science, and business of computer game development. The club will allow students to expand their skills and gain experience in various aspects of game development and provide assistance in building a career in game development. The club will also function to lobby for further university curriculum concerning game development and the subset of skills needed to be involved in that field. For more information contact Advisor Jere Miles at 336-838-6437 or email jere.miles@wilkescc.edu.

### **WCC Wellness Center**

The WCC Wellness Center is located in Alumni Hall. It contains several types of fitness equipment, including free weights, plate loaded exercise machines, treadmills, a stairclimber, and elliptical machines. The center is open during regular college operating hours and all users must first attend an information session. A valid student ID is required for use of the Wellness Center. Visit Student Services for more information.

# Office of Administrative Services

The Office of Administrative Services of Wilkes Community College is divided into two departments. They are as follows:

1. **Financial Services** is responsible for all fiscal aspects of the college which include purchasing, accounts payable; the collection of monies for tuition and fees; the distribution of scholarship, grant and loan monies; bookstore sales (textbooks, educational supplies, college apparel); and vending.
2. **Human Resources** is responsible for all aspects of the employee relationship such as payroll, employee records, benefits, advertisements for new positions, etc.
3. **Facilities** is responsible for and maintains all building, grounds, construction, motorpool, custodian departments and general facilities.

## Vending

The college contracts with commercial companies to provide and operate vending machines. Foods and drinks must meet all municipal, county and state health and sanitation laws. Vending areas are located in most campus buildings.

The Student Government Association and the administration expect students to DEPOSIT WASTE/RECYCLABLES IN THE CONTAINERS provided.

## Absher Wilkes Community College Bookstore

Absher Wilkes Community College Bookstore is located on the second floor of Thompson Hall. Bookstore hours are 8:45 a.m. until 6:00 p.m. Monday through Thursday and 8:45 a.m. until 3:00 p.m. on Friday. Required and suggested new and used textbooks are available. A large display of college supplies, book bags, WCC clothing, study aids, gifts (everyday and seasonal), greeting cards, and a wide variety of snacks are available for students, faculty and staff. Students may sell selected textbooks back to the bookstore. The College Bookstore's major book buy backs are held the last 2-3 days of each semester. However, the bookstore will continue to buy books back throughout the semester except the 3-4 weeks surrounding registration. Many services are offered such as the sale of postage stamps and special orders for books that are not carried in stock.

## Class Rings

Students enrolled in any college program are eligible to purchase class rings through the Absher Wilkes Community College Bookstore. A representative will be on campus each semester. Dates will be posted on the bulletin boards a week in advance.

## Identification/Library Cards

Identification/library cards are issued annually during fall registration for all on-campus curriculum students. New students are required to have identification/library cards made upon registering. Students are required to present identification/library cards to check out media from Learning Resources, admission to college activities, and voting in student elections. Students are also required to present their student ID card when making purchases using financial aid, charging to a third party or making purchases on a payment plan.

## Telephone Services

Telephone calls will not be transmitted to students except in cases of extreme emergency. Pay telephones are available for students to use on the second floor of Thompson Hall, the first floor of Randolph Hall, first floor of the Alumni Hall, restroom area at tennis courts, and the first floor of the Beacon Building. Courtesy phones are located in each building for on-campus and emergency calls only.

## College Property

The college buildings, furniture and equipment, including all Learning Resources media, belong to the State Board of Community Colleges. All students and staff are requested to

help take care of the equipment while using it. **If students maliciously damage buildings, furniture, and equipment, they will be liable for payment and may be dismissed from the college.**

### **Waiver of Responsibility**

The college is in no way responsible for the quality of work performed, damage or losses sustained in such departments as automotive mechanics, diesel mechanics and autobody repair. Work in such departments is performed by students as a learning experience and; therefore, the college is not liable.

# Office of Safety and Security

The Office of Safety and Security is responsible for a safe and secure learning environment for all WCC students, faculty, staff and visitors. WCC security staff are responsible for physical security of WCC Facilities and enforcement of campus parking and driving policy.

## Campus Parking and Driving Policy

This policy applies to all individuals who operate a motor vehicle on the Wilkes County campus of Wilkes Community College. All persons desiring to park motor vehicles on campus are required to display a WCC parking permit. All students pay a \$5.00 fee for parking lot and sidewalk upkeep each fall, spring, and summer semester. This fee is payable in the Business Office upon registering.

### Traffic Rules and Regulations for Wilkes Community College Campus, Area Parking Lots and Access Roads.

- I. **Parking.** Parking on campus is controlled through the designation of lots and spaces for groups and individuals. These designations shall be published periodically and noted, where appropriate, on or near parking lots and spaces.
  - A. **Disabled Parking.** (marked with blue lines) Parking spaces shall be provided for persons who are physically impaired and drive vehicles with handicapped tags issued by the State of North Carolina. Unauthorized vehicles parking in designated handicapped parking spaces shall be ticketed.
  - B. **Visitor Parking or 30 minute Visitor Parking.** (marked with orange lines or appropriate signage) Parking spaces shall be provided for persons visiting the campus. Unauthorized vehicles parking in designated visitors' parking spaces or exceeding the 30 minute time limit shall be ticketed.
  - C. **Reserved Parking.** (marked with yellow lines) Parking spaces shall be provided for participants of special activities. These include, but are not limited to: trustees, faculty and staff, auto body, automotive, college service vehicles and construction (not for students attending class). Unauthorized vehicles in designated reserved parking spaces shall be ticketed.
  - D. **Parking Decal.** Students and employees shall be issued a parking decal to park on campus. Parking decals must be displayed on vehicles as specified by the instructions provided with the decal.
  - E. **Special Parking Permit.** Special parking permits are issued by the Business Office for individuals who have special parking needs. These permits may be used to park in "faculty/staff" spaces - not disabled spaces. Special parking permits shall be limited to the length of illness or one semester, but may be renewable.
  - F. **Improper Parking.** Vehicles parked improperly are subject to fine. Improper parking includes, but is not limited to, taking two or more spaces, blocking loading docks/sidewalks, parking where curb is painted yellow, parking on grass or other ungraveled areas.
  - G. **Parking Tickets.** The college's security officers are authorized to issue parking tickets to those persons who violate parking regulations. Parking ticket fines shall be set by the board of trustees upon recommendation from the president. All parking fines must be paid before the student will be allowed to register for the next semester, graduate or be issued an official transcript.
  - H. **Grace Period.** At the beginning of each fall semester, there shall be a grace period of five class days when no parking tickets shall be issued. Warning tickets will be issued. Exception: parking tickets may be issued during the grace period for violations that appear to the officer to be intentional or flagrant.
  - I. **Parking after 5:00 p.m. and on Weekends.** With the following exceptions, parking after 5:00 p.m. and on weekends is open on a first come basis. The exceptions are: handicapped and reserved spaces as identified by appropriate signs, and spaces near the John A. Walker Community Center which may be reserved from time to time for events that take place within the center.

- J. Overnight Parking.** Vehicles are not to be left on campus overnight except in circumstances when overnight business travel is required. When this is the case, the campus security is to be notified of the day(s) the vehicle will remain on campus. Generally, vehicles will be parked in the lot(s) contiguous to the security office. The college assumes no liability for the security of said vehicles. In no case are vehicles to be left on campus for extended periods. Violations will result in the towing of the vehicle at the owner's expense.
  - K. Habitual Offenders.** Repeated violations of the traffic rules and regulations may result in disciplinary action, including probation or suspension.
- II. Driving.** The posted speed limit on all campus roads is 15 miles per hour. All persons driving on the campus shall be responsible for operating their vehicle within the posted speed limit and in a manner that will not endanger individuals or personal property.
- K. Driving Tickets.** The college's security officers are authorized to issue tickets to those persons who violate campus driving regulations by speeding or driving recklessly as determined by the officer issuing the citation.
  - L. Driving Ticket Fines.** Fines shall be set by the board of trustees upon recommendation from the president. All driving fines must be paid before the student will be allowed to register for the next semester, graduate, or be issued an official transcript.
  - M. Loud Music.** The college's security officers are authorized to issue tickets to those persons who violate the town ordinance on noise.
- III. Appeals.** The Vice President of Instruction/Student Services shall maintain guidelines for the appeal of tickets which shall include, but are not limited to the following:
- N.** Appeals may be made in written form and/or in person within 96 hours.
  - O.** An officer who has written a violation ticket in error may appeal the ticket directly.
  - P.** No parking or driving ticket will be voided until reviewed by the appeals process.
  - Q.** The recipient of any violation shall have the right to be present during the presentation of evidence, to cross-examining all witnesses and to present evidence.

## Fines

All fines are payable in the Business Office within 96 hours. ALL FINES MUST BE PAID BEFORE STUDENTS WILL BE ALLOWED TO REGISTER FOR THE NEXT SEMESTER, BEFORE THEY GRADUATE, OR BEFORE TRANSCRIPTS ARE SENT.

### **Illegal Parking**

Disabled	\$100.00
Faculty/Staff	5.00
Visitor	5.00
Reserved	5.00
Other Parking Violations	5.00

### **Driving**

Speeding/Reckless Driving	5.00
Noise Ordinance (Loud Music)	5.00
Littering	10.00

# Office of Information Technology

Information Technology is responsible for all computers (administrative and instructional) and information technology including audio/visual equipment, video conferencing equipment, network connections, and the telephone system.

## **Computer and Network Usage Policy**

As an institution of higher education, Wilkes Community College encourages and supports an open environment to pursue scholarly inquiry and to share information. The college shall not limit adult users voluntary access to any information due to its content when it meets the standard of legality as long as this use is consistent with the goals of the academic programs. However, use of the computing and network resources is limited to authorized purposes and any unlawful or malicious use of these resources are strictly prohibited. Use of the college's computer resources for political, religious and other personal or non-college purposes is prohibited. For additional information concerning the appropriate use of computers and the college network, refer to the college policy titled Use of the Internet and College Computer Network which is available in the Learning Resources Center.

# Office of Development

The Wilkes Community College Office of Development sustains the mission and purpose of Wilkes Community College through fundraising activities. The staff of the Office of Development is committed to cultivating a positive relationship between the college and communities within the service area.

The fundraising activities coordinated by the Office of Development are designed to help meet needs identified by the college administration. The Office of Development also provides assistance and support to faculty and staff in cultivating ideas, developing prospectus, and drafting proposals. Development staff works closely with the academic dean's office in developing proposals and making contact with potential funding agencies and prospective donors who can be partners in enhancing the academic opportunities the college provides.

# Office of Marketing

The Wilkes Community College Office of Marketing supports the mission and purpose of Wilkes Community College through public relations, marketing, media relations, graphic design, web design, printing services and organizational communications. Marketing activities are designed to promote college offerings and services and to keep the service area informed about the successes occurring at the institution. The staff of the Office of Marketing is committed to cultivating positive relationships between the college and communities within the service area and beyond.



# Developmental Studies

Wilkes Community College's open door policy brings students of varying educational backgrounds to the college. The Developmental Studies program offers pre-curriculum learning opportunities designed to help students reach their academic goals. The Developmental Studies program enables students who are placed into developmental courses to learn the numerical concepts with problem applications and/or the reading and writing processes necessary to succeed in college-level courses.

Unless exempt based on SAT or ACT scores, entering students, whether recent high school graduates or persons returning to school, are given placement test(s) in Student Services upon entrance to the college. Depending on test scores, students will be assigned to appropriate Developmental Studies courses. These courses are required and are prerequisites for certain other courses. Developmental Studies course grades are not computed into grade point averages and do not count toward hours required for degree, diploma or certificate programs.

Students who do not place into Developmental Studies courses but feel the need for refresher courses in English, reading, or mathematics may choose to take any one or all of the Developmental Studies courses.

The instructional method used for Developmental Studies courses is a combination of lecture, lab, and computer use with an emphasis on mastery-based learning in an accelerated format, which means that students continue studying skills until they achieve mastery. Students willing to put forth the necessary effort should be able to succeed.

Developmental Studies courses encourage academic skills development and personal growth through small classes, close interaction with instructors, carefully sequenced units of study, recognition of diverse learning styles, immediate and specific feedback, and reinforcement of positive attitudes.

The Developmental Studies program consists of eight Math modules and four Reading and English courses, which are listed by name and title below. For a complete description of each module or course, refer to the list of course descriptions in the back of this catalog.

DMA 010 – Operations with Integers

DMA 020 – Fractions and Decimals

DMA 030 – Proportions/Ratios/Rates/Percents

DMA 040 – Expressions, Linear Equations, Linear Inequalities

DMA 050 – Graphs and Equations of Lines

DMA 060 – Polynomials and Quadratic Applications

DMA 070 – Rational Expressions and Equations

DMA 080 – Radical Expressions and Equations

DRE 096– Integrated Reading and Writing I

DRE 097– Integrated Reading and Writing II

DRE 098– Integrated Reading and Writing III

DRE 099– Integrated Reading and Writing III (ENG 111 Co-requisite)

# Writing Across the Curriculum

Writing is both a means of learning and a means of communication. Therefore, writing is a key component of the general education core requirements of all WCC degree and diploma programs. The writing process helps students develop and improve critical thinking skills and is also an effective study tool. In addition, good formal writing skills are in demand by employers and are expected of those with a college degree. Using writing in various forms in a variety of classes will help develop the thinking and communication skills that WCC graduates will need for success.

# Alleghany Center of Wilkes Community College

The Alleghany Center serves the residents of this county with traditional curriculum courses and continuing education courses. The county commissioners appoint two Alleghany representatives to the Board of Trustees of Wilkes Community College. A local advisory board meets periodically to make recommendations on how the college can best serve the residents of Alleghany County.

The center is co-located with the Blue Ridge Business Development Center on Atwood Street in Sparta. The Alleghany JobLink is also located at the center. JobLink provides employment and training services to residents through its partners which include the North Carolina Division of Employment Security, Workforce Investment Act Services, Get Real Youth Services and North Carolina Vocational Rehabilitation Services. Job placement, human resources development courses, and assistance with education are just some of the services provided.

Curriculum classes are offered in Accounting, Applied Engineering Technology, Associate in Arts, Business Administration, Early Childhood Education, Human Services, and Criminal Justice. Students attend classes in a variety of classroom settings, including regular classroom, hybrid format, or in the A. Anderson Huber Cyber Classroom located at Alleghany High School. Numerous continuing education courses are also offered. Basic and advanced computers, notary public, real estate, emergency medical, and firefighter training are examples of courses available at the center.

The Basic Skills program operates year round assisting adults to improve their literacy skills, earn an adult high school diploma, or prepare for the GED exam. A Family Literacy Program, which encompasses an integrated program of adult education, early childhood education, parenting education, and parent-and-child activities, is available.

The Alleghany Center is an active participant in the county's economic development. A variety of industrial training is offered, both at the center and at individual manufacturing facilities. Additionally, job-skill development courses and small business seminars are available.

The Alleghany Center is supported by a growing student enrollment. It offers a variety of educational opportunities at a convenient location to meet the needs of residents of Alleghany County.

115 Atwood Street  
Sparta, NC 28675  
Telephone: (336) 372-5061  
Fax: (336) 372-8738

# Ashe Campus of Wilkes Community College

Located at the foot of Mount Jefferson in West Jefferson, the Ashe Campus offers a wide variety of programs and courses in regular classroom settings, in its cyber classrooms and online. Accounting, Applied Engineering Technology, Business Administration, College Transfer, Early Childhood, Human Services Technology, Collision Repair and Refinishing, and Associate Degree Nursing are examples of the curriculum programs offered at the campus. Additionally, numerous continuing education courses are offered at the Ashe Campus throughout the year. Basic and advanced computers, welding, drafting, real estate, certified nursing assistant, cosmetology, phlebotomy, pharmacy technician, emergency medical training, and firefighter training are examples of courses available to the county's residents. Courses are offered throughout Ashe County, both during day and evening hours.

Adult High School and GED preparatory classes are available to allow students to complete their high school education. A PLATO lab offers individualized training for Basic Skills students and is available for individualized industry training. The Ashe Campus also offers numerous compensatory education courses and English as a Second Language courses, both on campus and at sites throughout the community.

The Ashe Campus is an active participant in the county's economic development. A variety of industrial training is offered, both at the campus and at individual manufacturing facilities. Much of this training is customized to best fit the needs of the individual industries. The college's Small Business Center offers a wide variety of training programs, counseling services, and other assistance at the Ashe Campus. Job skills development courses, including the statewide Career Readiness Certificate, are offered through Human Resource Development courses for individuals looking to change careers or build specific skills for employment.

The Ashe County JobLink Career Center is an integral partner of the Ashe Campus. Located at Family Central, the Ashe JobLink provides employment and training services to residents of the county through its partners, including N.C. Employment Security Commission, Workforce Investment Act (WIA), Ashe Partnership for Children, and Vocational Rehabilitation. Job placement, childcare referrals, human resource development classes, and assistance with education are just some of the services provided.

The Ashe County Board of Commissioners appoints two representatives to the Board of Trustees of Wilkes Community College. A local advisory board meets periodically to recommend how the college can best serve the residents of Ashe County. The campus overarching goal is to provide a variety of educational opportunities at a convenient location to meet the needs of residents of Ashe County and the Wilkes Community College service area.

363 Campus Drive  
PO Box 504  
Jefferson, NC 28640  
Telephone: (336) 846-3900  
Fax: (336) 903-3129

## **John A. Walker Community Center, Inc.**

The John A. Walker Community Center is committed to serving students, individuals, businesses and the community by providing a high-quality meeting and entertainment facility that enhances the quality of life for the community and Northwest North Carolina.

The Walker Center is dedicated to being the primary venue for cultural experiences in Wilkes County and surrounding areas by consistently offering guests professional, high-quality performances while exploring a variety of styles and genres to keep the community energized and vibrant.

The Walker Center further serves the community as a primary gathering place for meetings, receptions, conventions, banquets and parties. Guests find that all functions are conducted in a professional and customer friendly manner by a courteous and well-trained staff. Walker Center food services meet the highest standards of preparation, sanitation, service and taste.

The Walker Center is proud to be a central feature of the community that our neighbors enjoy, support and praise.

# Wilkes Community College Gardens

The WCC Gardens, a diversified collection of genera and species of indigenous and ornamental plants, provide learning opportunities for students while creating a pleasant and attractive campus environment for faculty, staff, students, and guests.

The gardens are open daily and may be viewed by riding, strolling, or using the walking trails. Some of the major gardens to visit are the Ruth Colvard Rose Garden, the Sara Mills Japanese Garden, the Eddy Merle Watson Garden for the Senses, the Vernon and Louise Deal Native Garden, and the Robin Joines Student Plaza and Gardens. A full list of garden names and donors can be found in the WCC Gardens Visitors Center.

The WCC Gardens are developed and maintained through contributions to the Wilkes Community College Endowment Corporation. All contributions are tax deductible. Bronze plaques are placed in the gardens to recognize donors, in memoriam, or honorariums with appropriate inscriptions. Gifts may be made outright or pledged and paid over a period of time. Anyone wishing to make a gift to the WCC Gardens can contact the WCC Office of Development for more information.

# Curriculum Programs

WCC offers a wide variety of planned educational programs, called “curriculum” programs, which range in length from one semester to two years. These programs lead to certificates, diplomas, or associate degrees, depending on the nature of the curriculum. Curriculum programs include certificate, diploma, Associate in Applied Science, Associate in Arts, Associate in Science, and Associate in General Education.

## High School to College Opportunities: Career & College Promise

High school students are offered opportunities to excel in their academic pursuits through concurrent enrollment course offerings. Students who are eligible under the NC Career and College Promise guidelines may enroll in courses offered by WCC during their junior and senior years in high school. Through the NC Career and College Promise programs, high school students can begin their college work, tuition-free, while they are in high school, allowing them to get a head start on their workplace and college preparation. Courses may be offered on the WCC campus, online and at the high schools. Credits earned will count toward an Associate in Arts, Associate in Science or Associate in Applied Science degree or diploma. For additional information, go to the WCC website at [www.wilkescc.edu](http://www.wilkescc.edu) and click on Career College Promise.

## Certificate

Certificate programs are designed to provide entry-level employment training. They range from 12 to 18 semester hour credits and can possibly be completed within one semester by full-time students. Associate degree level courses within a certificate program may also be applied toward a diploma or an Associate in Applied Science degree.

## Diploma

Diploma programs are designed to provide entry-level employment training. They range from 36 to 48 semester hour credits and can usually be completed by full-time students within two semesters and one summer session. Associate degree level courses within a diploma program may also be applied toward an Associate in Applied Science degree.

## Associate in Applied Science

Associate in Applied Science degree programs are designed to provide entry-level employment training. They range from 64 to 76 semester hour credits. Full-time students can typically complete one of these programs within two years. In addition to major course work, Associate in Applied Science degree programs require a minimum of 15 semester hour credits of general education. General education requirements include course work in communications, humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Certain courses in Associate degree programs may be accepted by a four-year college or university for transfer credit in an associated field.

# Associate in Arts and Associate in Science

College transfer programs are offered through the Associate in Arts, Associate in Fine Arts and Associate in Science degrees. The Associate in Arts and the Associate in Science programs are part of the Comprehensive Articulation Agreement (CAA). The CAA addresses the transfer of students between institutions in the North Carolina Community College System and the constituent institutions of the University of North Carolina. A similar agreement exists with many North Carolina Independent Colleges and Universities.

Students are required to take courses in English, humanities/fine arts, mathematics, natural sciences, and social sciences. Each degree program has additional requirements for course work in liberal arts, fine arts, and sciences.

## Programs of Study

Wilkes Community College offers the following programs of study:

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Mechanical Design Technology (A.A.S.)	167
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Robotics, Automation, and Mechatronics Technology (Certificate)	170

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Network Technician (Certificate)	193
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Simulation and Game Development (A.A.S.)	209
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WCC offers the following programs of study through collaborative agreements with the schools indicated. For program requirements and admission information, contact the Office of Student Services.

Paralegal Technology (A.A.S.)	Western Piedmont Community College and Surry Community College
Speech-Language Pathology Assistant (A.A.S.)	Caldwell Community College and Technical Institute
Viticulture and Enology Technology (A.A.S.)	Surry Community College

# Online Programs

Wilkes Community College students who cannot attend classes during the day may be able to complete the following programs by enrolling in online courses or through a combination of online and evening courses. (Courses with insufficient enrollment may be cancelled).

	<b>Degree</b>	<b>Diploma</b>	<b>Certificate</b>
Associate in Arts	X	X	
Transfer Core Diploma - Associate in Arts		X	
Associate in General Education	X		
Accounting			X
Applied Engineering Technology	X	X	X
Architectural Technology	X		X
Automotive Systems Technology	X	X	X
Basic Law Enforcement Training			X
Business Administration	X	X	X
Collision Repair and Refinishing Technology	X	X	X
Early Childhood Education	X		
Horticulture Technology	X	X	X
Human Services Technology		X	X
Medical Assisting			X
Networking Technology			X
Office Administration			X

# General Education

All two-year degree programs at WCC include a substantial general education component, ranging from 15 credit hours to 44 credit hours. General education requirements for the Associate in Applied Science, the Associate in Arts, the Associate in Science, Associate in Fine Arts, and the Associate in General Education degrees include coursework in English composition and research, mathematics and/or science, fine arts and/or humanities courses, and history and/or social science. The purposes of Wilkes Community College's general education program are to provide our graduates with the communication, analytical, and learning skills they need to pursue their academic and professional goals, and to promote an educated citizenry.

## Wilkes Community College General Education Competencies

Graduates of two-year degree programs at Wilkes Community College will have attained the following general education competencies.

### Mathematics Skills

WCC graduates will be able to communicate in quantitative terms and analyze and interpret quantitative data specific to their disciplines.

### Written Communication

WCC graduates will achieve college-level competence in written communication by demonstrating mastery in using word processing skills, mechanical accuracy, supporting details, and research and documentation skills, resulting in a clear and organized focus and clarity of purpose.

### Oral Communication

WCC graduates will achieve college-level competence in oral communication by demonstrating mastery of these public speaking skills: planning a clear and coherent presentation appropriate to the audience; composing and organizing content; using effective transitional devices; and speaking with effective delivery techniques.

### Basic Computer Skills

WCC graduates will acquire technology skills enabling them to achieve a variety of academic, work-related, and personal goals.

### Humanities and Social Sciences Awareness

WCC graduates will demonstrate insight into their lives and the world in which they live, an awareness of diverse cultures and viewpoints, and an understanding of the potential to use what they have learned to be a responsible citizen in their communities and beyond.

# Humanities/Fine Arts and Social Sciences Courses

Following are fine arts, humanities and social and behavioral science courses that are recommended for fulfilling humanities/fine arts and social/behavioral science requirements. All of the courses listed earn a minimum of three Semester Hours Credit (shc). Other courses with humanities, fine arts, social sciences, and behavioral sciences prefixes, such as special topic and seminar courses, may be suitable for these requirements as well. Students should discuss all course selections with their advisor before registration.

## Humanities and Fine Arts

### Fine Arts

		Status of Course for Transfer	
ART	111	Art Appreciation	gen ed core / transfer elective
ART	114	Art History Survey I	gen ed core / transfer elective
ART	115	Art History Survey II	gen ed core / transfer elective
ART	117	Non-Western Art History	gen ed core / transfer elective
ART	121	Two-Dimensional Design	transfer elective
ART	131	Drawing I	transfer elective
ART	132	Drawing II	transfer elective
ART	240	Painting I	transfer elective
ART	241	Painting II	transfer elective
ART	244	Watercolor	transfer elective
ART	283	Ceramics I	transfer elective
DRA	111	Theatre Appreciation	gen ed core / transfer elective
DRA	112	Literature of the Theatre	gen ed core / transfer elective
DRA	115	Theatre Criticism	gen ed core / transfer elective
DRA	120	Voice for Performance	transfer elective
DRA	122	Oral Interpretation	gen ed core / transfer elective
DRA	124	Readers Theatre	transfer elective
DRA	126	Storytelling	gen ed core / transfer elective
DRA	128	Children's Theatre	transfer elective
DRA	211	Theatre History I	gen ed core / transfer elective
DRA	212	Theatre History II	gen ed core / transfer elective
MUS	110	Music Appreciation	gen ed core / transfer elective
MUS	112	Introduction to Jazz	gen ed core / transfer elective
MUS	113	American Music	gen ed core / transfer elective
MUS	210	History of Rock Music	gen ed core / transfer elective

### Humanities

ENG	125	Creative Writing I	transfer elective
ENG	126	Creative Writing II	transfer elective
ENG	131	Intro to Literature	gen ed core / transfer elective
ENG	231	American Literature I	gen ed core / transfer elective
ENG	232	American Literature II	gen ed core / transfer elective
ENG	241	British Literature I	gen ed core / transfer elective
ENG	242	British Literature II	gen ed core / transfer elective
ENG	261	World Literature I	gen ed core / transfer elective
ENG	262	World Literature II	gen ed core / transfer elective
ENG	272	Southern Literature	transfer elective
ENG	273	African-American Literature	transfer elective
ENG	274	Literature by Women	transfer elective
ENG	275	Science Fiction	transfer elective
FRE	111	Elementary French I	gen ed core / transfer elective (A.A., A.S. only)
FRE	112	Elementary French II	gen ed core / transfer elective (A.A., A.S. only)

FRE	211	Intermediate French I	gen ed core / transfer elective (A.A., A.S. only)
FRE	212	Intermediate French II	gen ed core / transfer elective (A.A., A.S. only)
GER	111	Elementary German I	gen ed core / transfer elective (A.A., A.S. only)
GER	112	Elementary German II	gen ed core / transfer elective (A.A., A.S. only)
GER	211	Intermediate German I	gen ed core / transfer elective (A.A., A.S. only)
GER	212	Intermediate German II	gen ed core / transfer elective (A.A., A.S. only)
HUM	110	Technology and Society	gen ed core / transfer elective
HUM	115	Critical Thinking	gen ed core / transfer elective
HUM	120	Cultural Studies	gen ed core / transfer elective
HUM	121	The Nature of America	gen ed core / transfer elective
HUM	122	Southern Culture	gen ed core / transfer elective
HUM	123	Appalachian Culture	transfer elective
HUM	130	Myth in Human Culture	gen ed core / transfer elective
HUM	150	American Women's Studies	gen ed core / transfer elective
HUM	160	Intro to Film	gen ed core / transfer elective
HUM	161	Advanced Film Studies	gen ed core / transfer elective
HUM	170	The Holocaust	transfer elective
HUM	180	International Cultural Exploration	transfer elective (A.A., A.S., only)
HUM	220	Human Values and Meaning	gen ed core / transfer elective
HUM	230	Leadership Development	transfer elective
PHI	240	Intro to Ethics	gen ed core / transfer elective
REL	110	World Religions	gen ed core / transfer elective
REL	111	Eastern Religions	gen ed core / transfer elective
REL	112	Western Religions	gen ed core / transfer elective
REL	211	Intro to the Old Testament	gen ed core / transfer elective
REL	212	Intro to the New Testament	gen ed core / transfer elective
REL	221	Religion in America	gen ed core / transfer elective
SPA	111	Elementary Spanish I	gen ed core / transfer elective (A.A., A.S. only)
SPA	112	Elementary Spanish II	gen ed core / transfer elective (A.A., A.S. only)
SPA	161	Cultural Immersion	transfer elective (A.A., A.S. only)
SPA	211	Intermediate Spanish I	gen ed core / transfer elective (A.A., A.S. only)
SPA	212	Intermediate Spanish II	gen ed core / transfer elective (A.A., A.S. only)
SPA	221	Spanish Conversation	transfer elective (A.A., A.S. only)

*Note: Foreign language courses may not be used as a humanities/fine arts elective in A.A.S. degree programs.*

### **Social and Behavioral Sciences**

ANT	210	General Anthropology	gen ed core / transfer elective
ANT	220	Cultural Anthropology	gen ed core / transfer elective
ANT	221	Comparative Cultures	gen ed core / transfer elective
ECO	151	Survey of Economics	gen ed core / transfer elective
ECO	251	Principles of Microeconomics	gen ed core / transfer elective
ECO	252	Principles of Macroeconomics	gen ed core / transfer elective
GEO	111	World Regional Geography	gen ed core / transfer elective
GEO	130	General Physical Geography	gen ed core / transfer elective
HIS	116	Current World Problems	transfer elective
HIS	111	World Civilization I	gen ed core / transfer elective
HIS	112	World Civilization II	gen ed core / transfer elective
HIS	121	Western Civilization I	gen ed core / transfer elective

HIS	122	Western Civilization II	gen ed core / transfer elective
HIS	131	American History I	gen ed core / transfer elective
HIS	132	American History II	gen ed core / transfer elective
HIS	145	The Second World War	transfer elective
HIS	163	The World Since 1945	transfer elective
HIS	211	Ancient History	transfer elective
HIS	233	History of Appalachia	transfer elective
POL	110	Intro to Political Science	gen ed core / transfer elective
POL	120	American Government	gen ed core / transfer elective
PSY	118	Interpersonal Psychology	non-transfer elective
PSY	141	Psychology Death and Dying	non-transfer elective
PSY	150	General Psychology	gen ed core / transfer elective
PSY	231	Forensic Psychology	transfer elective
PSY	237	Social Psychology	gen ed core / transfer elective
PSY	241	Developmental Psychology	gen ed core / transfer elective
PSY	259	Human Sexuality	transfer elective
PSY	281	Abnormal Psychology	gen ed core / transfer elective
SOC	210	Intro to Sociology	gen ed core / transfer elective
SOC	213	Sociology of the Family	gen ed core / transfer elective
SOC	220	Social Problems	gen ed core / transfer elective
SOC	225	Social Diversity	gen ed core / transfer elective

## ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree is designed for students who want to pursue a four-year degree in one of the liberal arts disciplines or training at a professional school that requires a strong liberal arts background. It provides the first two years of the four-year baccalaureate degree. It is important that students pursuing the degree know the requirements of the senior institution to which they wish to transfer. This is necessary to plan curriculum electives tailored to meet senior institution requirements.

### ASSOCIATE IN ARTS - A10100

All students awarded the Associate in Arts Degree by Wilkes Community College must earn a minimum of 65 semester hours of credit (shc) with an average of "C" or better. These 65 hours should be selected from the following areas and courses:

<b>Course</b>	<b>Semester Hours Credit</b>	
<b>General Education Core (44 shc)</b>	<b>per course</b>	<b>total</b>
<b>Composition</b>		<b>6 shc</b>
ENG 111	3 shc	
ENG 112 or 113, or 114	3 shc	
<b>Humanities and Fine Arts</b>		<b>12 shc</b>
Literature (select one course)	3 shc	
ENG 131, 231, 232, 241, 242, 261, 262		
Fine Arts (select one course)	3 shc	
ART 111, 114, 115, 117		
DRA 111, 112, 115, 122, 126, 211, 212		
MUS 110, 112, 113, 210		
Humanities (select one course)	3 shc	
FRE 111, 112, 211, 212		



GER 111, 112, 211, 212	
HUM 110, 115, 120, 121, 122, 130, 150, 160, 220	
PHI 240	
REL 110, 111, 112, 211, 212, 221;	
SPA 111, 112, 211, 212;	
Communication (select one course)	3 shc
COM 110, 120, 140, 231	
<b>Social and Behavioral Sciences</b>	<b>12 shc</b>
History (select one sequence)	6 shc
HIS 111 and 112 or	
HIS 121 and 122 or	
HIS 131 and 132	
Two courses from two of the following areas:	6 shc
ANT 210, 220, 221; ECO 151, 251;	
GEO 111, 130; POL 110, 120; PSY 150	
SOC 210, 213, 220	
<b>Natural Sciences (select two courses)</b>	<b>8 shc</b>
BIO 111, 112	
CHM 151, 152	
PHY 151 or 251, 152 or 252	
<b>Mathematics (select one course from each set based on placement)</b>	<b>6 shc</b>
Select one course:	
MAT 140, 161, 171, 175, 271, 272	3 shc
Select one course:	
CIS 110, 115; MAT 140, 155, 161, 171, 172, 175, 263, 271, 272, 273	3 shc
<i>Note: Students may not earn credit for both MAT 161 and 171.</i>	
<b>Other Required Hours (21 shc)</b>	
<b>Physical Education</b>	<b>2 shc</b>
PED 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 125, 126, 130, 131, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 171, 186	
<b>College Student Success</b>	<b>1 shc</b>
ACA 115	
<b>Electives</b>	<b>18 shc</b>
Courses selected must be approved to satisfy the Comprehensive Articulation Agreement.	
<b>Total Hours Required for Graduation</b>	<b>65 shc</b>

### Pre-Major Associate in Arts Articulations Agreements

The following Associate in Arts pre-majors can be completed at Wilkes Community College. Students should consult with their advisors before selecting a pre-major.

**Business Administration, Accounting, Economics, Finance and Marketing - A1010B**

**Nursing -- A1010I**

## TRANSFER CORE DIPLOMA - ASSOCIATE IN ARTS - D10100

The Transfer Core Diploma in the Associate in Arts is awarded for the successful completion of the general education core of the Associate in Arts (AA). This diploma serves as verification that a student has successfully completed the general education core, which will satisfy general education requirements upon transfer to any institution that honors the Comprehensive Articulation Agreement. (See *Transfer of Credits to Senior Institutions*.) Students must earn a grade of C or higher in each core course, and no substitutions, quarter-hour courses, or credit-by-exam credits are allowed. Some limitations may apply to credit transferred from other institutions.

Course	Semester Hours Credit	
	per course	total
<b>General Education Core (44 shc)</b>		
<b>Composition</b>		<b>6 shc</b>
ENG 111	3 shc	
ENG 112 or 113, or 114	3 shc	
<b>Humanities and Fine Arts</b>		<b>12 shc</b>
Literature (select one course)	3 shc	
ENG 131, 231, 232, 241, 242, 261, 262		
Fine Arts (select one course)	3 shc	
ART 111, 114, 115, 117		
DRA 111, 112, 115, 122, 126, 211, 212		
MUS 110, 112, 113, 210		
Humanities (select one course)	3 shc	
COM 110, 120, 140, or 231		
FRE 111, 112, 211, 212		
GER 111, 112, 211, 212		
HUM 110, 115, 120, 121, 122, 130, 150, 160, 220		
PHI 240		
REL 110, 111, 112, 211, 212, 221;		
SPA 111, 112, 211, 212;		
Fine Arts, Humanities or Literature Elective (select one more course from above)	3 shc	
<b>Social and Behavioral Sciences</b>		<b>12 shc</b>
History (select one sequence)	6 shc	
HIS 111 and 112 or		
HIS 121 and 122 or		
HIS 131 and 132		
Two courses from two of the following areas:	6 shc	
ANT 210, 220, 221; ECO 151, 251;		
GEO 111, 130; POL 110, 120; PSY 150		
SOC 210, 213, 220		
<b>Natural Sciences (select two courses)</b>		<b>8 shc</b>
BIO 111, 112		
CHM 151, 152		
PHY 151 or 251, 152 or 252		
<b>Mathematics (select one course from each set based on placement)</b>		<b>6 shc</b>
Select one course:		
MAT 140, 161, 171, 175, 271	3 shc	
Select one course:		

CIS 110, 115; MAT 140, 155, 161, 171, 172, 175, 263, 271, 272, 273 3 shc

Note: Students may not earn credit for both MAT 161 and 171.

**College Student Success**

**1 shc**

ACA 115

**Total Hours Required for Graduation**

**45 shc**

## **ASSOCIATE IN GENERAL EDUCATION DEGREE**

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their fields of interest and become better qualified for a wide range of employment opportunities.

## **ASSOCIATE IN GENERAL EDUCATION - A10300**

All students awarded the Associate in General Education Degree by Wilkes Community College must earn a minimum of 65 semester hours of credit (shc) with an average of "C" or better. All course selections in the AGE must be approved for credit on an associate degree program.

<b>Course</b>	<b>Semester Hours per course</b>	<b>Credit total</b>
<b>Composition</b>		<b>6 shc</b>
ENG 111	3 shc	
ENG 112 or 113 or 114	3 shc	
<b>Humanities and Fine Arts (3 hrs)</b>		<b>3 shc</b>
Select one course from the following areas ART (any course), DRA (any course) ENG 131, 231, 232, 241, 242, 261, 262, 273, 274, 275 MUS (any course), HUM (any course) or REL (any course) <i>Foreign language may not be used for this requirement.</i>		
<b>Social and Behavioral Sciences (3 hrs)</b>		<b>3 shc</b>
Select one course from the following areas: HIS, ANT, ECO, GEO, POL, PSY, OR SOC		
<b>Natural Sciences/Mathematics (3-4 hrs)</b>		<b>3 shc</b>
Select one course from the following areas: BIO, CHM, MAT, PHY (Lab courses/sections recommended.)		
<b>College Student Success and Physical Education</b>		<b>1-7 shc</b>
Required ACA 115	1 shc	
<b>Electives (49 hrs)</b>		

Select from any courses approved for credit in an associate degree. A maximum of 6 credit hours of PED courses may be included. 49 shc

**Total Hours Required for Graduation 65 shc**

*Students must make a satisfactory score on the placement test or pass MAT 070 before graduation.*

The AGE degree is not part of the Comprehensive Articulation Agreement. Courses taken in the AGE may transfer at the discretion of the senior institution.

## ASSOCIATE IN SCIENCE DEGREE

The Associate in Science Degree is designed for students who want to pursue a four-year degree in areas of study such as computer science, engineering, mathematics, the sciences or professional programs that require strong mathematics and science backgrounds. This program provides the first two years of the four-year degree. It is important that students pursuing this degree review the requirements of the senior institution to which they wish to transfer.

### ASSOCIATE IN SCIENCE - A10400

All students awarded the Associate in Science Degree by Wilkes Community College must earn a minimum of 65 semester hours of credit (shc) with an average of "C" or better. These 65 hours should be selected from the following areas and courses:

Course	Semester Hours Credit	
	per course	total
<b>Composition</b>		<b>6 shc</b>
ENG 111	3 shc	
ENG 112 or 113 or 114	3 shc	
<b>Humanities and Fine Arts</b>		<b>9 shc</b>
Literature (select one course)	3 shc	
ENG 131, 231, 232, 241, 242, 261, 262		
Fine Arts (select one course)	3 shc	
ART 111, 114, 115, 117		
DRA 111, 112, 115, 122, 126, 211, 212		
MUS 110, 112, 113, 210		
Humanities (select one course)	3 shc	
COM 110, 120, 140, 231		
FRE 111, 112, 211, 212		
GER 111, 112, 211, 212		
HUM 110, 115, 120, 121, 122, 130, 150, 160, 220		
REL 110, 111, 112, 211, 212, 221		
PHI 240		
SPA 111, 112, 211, 212		
<b>Social and Behavioral Sciences</b>		<b>9 shc</b>
History (one course)	3 shc	
HIS 111, 112, 121, 122, 131, 132		
Two courses from two of the following areas:	6 shc	
ANT 210, 220, 221; ECO 151, 251;		
GEO 111, 130; POL 110, 120		
PSY 150; SOC 210, 213, 220		

<b>NATURAL SCIENCES/MATHEMATICS</b>		<b>20 shc</b>
<b>Natural Sciences (select one sequence)</b>	8 shc	
BIO 111 and 112		
CHM 151 and 152		
PHY 151 and 152 or 251 and 252		
<b>Mathematics (select one according to placement test results)</b>	3 shc	
MAT 171, 172, 175, 271, 272 or 273		
<b>Computer Science</b>	3 shc	
CIS 110 or 115 (recommended)		
<b>Six additional semester hour credits must be selected from courses designated as Natural Sciences/Mathematics general education core transfer courses, as listed above and including the following: BIO 120, 130, 140; CHM 132; MAT 140, 155</b>	6 shc	
<b>Physical Education</b>		<b>2 shc</b>
PED 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 125, 126, 130, 131, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 171, 186		
<b>Mathematics and Natural Science Electives (select from the following);</b>		<b>14-15 shc</b>
BIO 111, 112, 120, 130, 140, 150, 163, 165, 166, 175, 232, 236, 243, 280		
CHM 130, 130A, 131, 131A, 132, 151, 152, 251, 252		
CIS 115; CSC 134, 139, 151, 239		
PHY 151, 152, 251, 252		
MAT 140, 140A, 155, 155A 171A, 172, 172A, 175A, 263, 263A, 271, 272, 273, 280		
<b>Electives</b>		<b>3-4 shc</b>
Courses selected must be approved to transfer in the comprehensive articulation agreement.		
<b>College Student Success</b>		<b>1 shc</b>
ACA 115		
<b>Total Hours Required for Graduation</b>		<b>65 shc</b>

## TRANSFER CORE DIPLOMA - ASSOCIATE IN SCIENCE - D10400

The Transfer Core Diploma in the Associate in Science is awarded for the successful completion of the general education core of the Associate in Sciences (AS). This diploma serves as verification that a student has successfully completed the general education core, which will satisfy general education requirements upon transfer to any institution that honors the Comprehensive Articulation Agreement. (See *Transfer of Credits to Senior Institutions*.) Students must earn a grade of C or higher in each core course, and no substitutions, quarter-hour courses, or credit-by-exam credits are allowed. Some limitations may apply to credit transferred from other institutions.

<b>Course</b>	<b>Semester Hours Credit</b>	
	<b>per course</b>	<b>total</b>
<b>Composition</b>		<b>6 shc</b>
ENG 111	3 shc	
ENG 112 or 113 or 114	3 shc	
<b>Humanities and Fine Arts</b>		<b>9 shc</b>
Literature (select one course)	3 shc	
ENG 131, 231, 232, 241, 242, 261, 262		
Fine Arts (select one course)	3 shc	
ART 111, 114, 115, 117		
DRA 111, 112, 115, 122, 126, 211, 212		
MUS 110, 112, 113, 210		
Humanities (select one course)	3 shc	
COM 110, 120, 140, 231		
FRE 111, 112, 211, 212		
GER 111, 112, 211, 212		
HUM 110, 115, 120, 121, 122, 130, 150, 160, 220		
REL 110, 111, 112, 211, 212, 221		
PHI 240		
SPA 111, 112, 211, 212		
<b>Social and Behavioral Sciences</b>		<b>9 shc</b>
History (one course)	3 shc	
HIS 111, 112, 121, 122, 131, 132		
Two courses from two of the following areas:	6 shc	
ANT 210, 220, 221; ECO 151, 251;		
GEO 111, 130; POL 110, 120		
PSY 150; SOC 210, 213, 220		
<b>NATURAL SCIENCES/MATHEMATICS</b>		<b>20 shc</b>
Natural Sciences (select one sequence)	8 shc	
BIO 111 and 112		
CHM 151 and 152		
PHY 151 and 152 or 251 and 252		
<b>Mathematics (select one according to placement test results)</b>	3 shc	
MAT 171, 172, 175, 271, 272 or 273		
<b>Computer Science</b>	3 shc	
CIS 110 or 115 (recommended)		
<b>Six additional semester hour credits must be selected from courses designated as Natural Sciences/Mathematics general education core transfer courses, as listed above and including the following: BIO 120, 130, 140; CHM 132; MAT 140, 155</b>	6 shc	
<b>College Student Success</b>		
ACA 115		<b>1 shc</b>
<b>Total Hours Required for Graduation</b>		<b>45 shc</b>

## **ACCOUNTING**

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the “language of business,” accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, individuals may advance in the accounting profession.

### **Program Learning Outcomes**

Graduates of the WCC Accounting Program will:

- Apply appropriate financial accounting principles and concepts to identify, record, and communicate financial results.
- Apply appropriate cost accounting principles and concepts to identify, record, and communicate managerial accounting results.
- Prepare a basic individual income tax return in compliance with federal laws and regulations.
- Perform accounting procedures using current and appropriate computer software.
- Communicate information effectively in written or oral form.
- Reason through accounting information by formulating relevant questions, checking assumptions, pursuing best information, and examining different points of view.

**ACCOUNTING - A25100**  
**Associates Degree**  
**Course Requirements**

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	ACC	140	Payroll Accounting	2
CIS	110	Introduction to Computers <b>or</b>	3	ACC	220	Intermediate Accounting I	4
CIS	111	Basic PC Literacy	2	ACC	225	Cost Accounting	3
ENG	111	Expository Writing	3	BUS	225	Business Finance	3
MAT	115	Mathematical Models <b>or</b>	3	ECO	151	Survey of Economics** <b>or</b>	3
MAT	140	Survey of Mathematics <b>or</b>		ECO	251	Principles of Microeconomics	
MAT	161	College Algebra				Humanities/Fine Arts Elective***	3
ACC	120	Principles of Financial Accounting	4				18
BUS	115	Business Law I	3	<b>Spring Semester Second Year</b>			
			16/17	ACC	221	Intermediate Accounting II	4
				ACC	269	Auditing and Assurance Services	3
<b>Spring Semester First Year</b>				BUS	240	Business Ethics	3
ACC	121	Principles of Managerial Accounting	4	BUS	260	Business Communication	3
ACC	150	Accounting Software Applications	2	DBA	110	Database Concepts	3
ENG	112	Argument-Based Research <b>or</b>	3			PSY or SOC Elective (PSY 118, PSY 150, or ECO 252)**	
ENG	113	Literature-Based Research					19
ACC	129	Individual Income Taxes	3	<b>Total Hours</b>			<b>71/72</b>
CTS	130	Spreadsheet	3				
		Business Elective*	3				
			18				

\*To be selected from: BUS 110, BUS 116, BUS 137, BUS 153, or MKT 223.

\*\*Students planning to enroll in a Degree Completion Program should enroll in ECO 251 and ECO 252.

\*\*\* Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

**Award: Associate in Applied Science Degree**



## ACCOUNTING - D25100

### Diploma

#### Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Spring Semester First Year</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	ACC	121	Principles of Managerial Accounting	4
CIS	110	Introduction to Computers <b>or</b>	3	ACC	129	Individual Income Taxes	3
CIS	111	Basic PC Literacy	2	ACC	150	Accounting Software Applications	2
ENG	111	Expository Writing	3	BUS	240	Business Ethics	3
MAT	115	Mathematical Models <b>or</b>	3	ACC	140	Payroll Accounting	2
MAT	140	Survey of Mathematics <b>or</b>		CTS	130	Spreadsheet	3
MAT	161	College Algebra		DBA	110	Database Concepts	3
ECO	151	Survey of Economics <b>or</b>	3				20
ECO	251	Principles of Microeconomics		<b>Total Hours</b>			<b>39/40</b>
ACC	120	Principles of Financial Accounting	4				
BUS	115	Business Law I	3				

19/20

**Award: Diploma**

## ACCOUNTING - C25100AC

### Certificate - ACCOUNTING CLERK

#### Course Requirements

			<i>Credit</i>				<i>Credit</i>
ACC	120	Principles of Financial Accounting	4	CIS	110	Introduction to Computers <b>or</b>	3
ACC	121	Principles of Managerial Accounting	4	CIS	111	Basic PC Literacy	2
ACC	140	Payroll Accounting	2	CTS	130	Spreadsheet	3
				<b>Total Hours</b>			<b>15/16</b>

**Award: Certificate**

## ACCOUNTING - C25100CA

### Certificate - COMPUTERIZED ACCOUNTING CLERK

#### Course Requirements

			<i>Credit</i>				<i>Credit</i>
ACC	120	Principles of Financial Accounting	4	CTS	130	Spreadsheet	3
ACC	140	Payroll Accounting	2	DBA	110	Database Concepts	3
ACC	150	Accounting Software Applications	2	<b>Total Hours</b>			<b>16/17</b>
CIS	110	Introduction to Computers <b>or</b>	3				
CIS	111	Basic PC Literacy	2				

**Award: Certificate**

**ACCOUNTING C25100CS**  
**Certificate - ACCOUNTING CUSTOMER SERVICE CLERK**  
**Course Requirements**  
**(ALSO AVAILABLE ONLINE)**

			<i>Credit</i>				<i>Credit</i>
ACC	120	Principles of Financial Accounting	4	MKT	223	Customer Service	3
ACC	150	Accounting Software Applications	2	DBA	110	Database Concepts	3
				<b>Total Hours</b>			<b>14/15</b>
CIS	110	Introduction to Computers <b>or</b>	3				
CIS	111	Basic PC Literacy	2				

**Award: Certificate**

## **ADVERTISING AND GRAPHIC DESIGN**

The Advertising and Graphic Design curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession which emphasizes design, advertising, illustration, and digital and multimedia preparation of printed and electronic promotional materials.

Students will be trained in the development of concept and design for promotional materials such as newspaper and magazine advertisements, posters, folders, letterheads, corporate symbols, brochures, booklets, preparation of art for printing, lettering and typography, photography, and electronic media.

Graduates should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, department stores, a wide variety of manufacturing industries, newspapers, and businesses with in-house graphics operations.

### **Program Learning Outcomes**

Graduates of the WCC Advertising and Graphic Design Program will:

- Use critical thinking strategies to research client needs, based upon the given information and information about the client's business.
- Use either the Windows or Macintosh operating platforms effectively.
- Determine a client's best course of action for print and web media needs and advise them of that course.
- Articulate the best visual solution with industry-appropriate terminology and effectively communicate that to the client.
- Determine the best use of typography and textual forms to inquire the desired visual response.
- Recognize photographic compositions on site and to direct models and set designers to achieve specified visuals requested by a client and use digital photo manipulating techniques to achieve a client's desired visual.
- Effectively communicate with marketing and merchandising persons in working toward a mutually agreeable visual solution.
- Discuss, explain and justify their visual solutions to a potential employer via a standard job interview process.

## ADVERTISING and GRAPHIC DESIGN - A30100

### Associate Degree

#### Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills		1	GRD	167	Photographic Imaging II		3
BUS	110	Introduction to Business		3	GRD	152	Computer Design Tech I		3
ENG	111	Expository Writing		3	GRD	131	Illustration I		2
CIS	110	Introduction to Computers <b>or</b>		3	GRD	142	Graphic Design II		4
CIS	111	Basic PC Literacy		2	WEB	140	Web Development Tools		3
CIS	165	Desktop Publishing		3			Humanities/Fine Arts Elective*		<u>3</u>
GRD	151	Computer Design Basics		3					18
		Social/Behavioral Science Elect.		<u>3</u>	<b>Spring Semester Second Year</b>				
				18/19	GRD	241	Graphic Design III		4
					GRD	280	Portfolio Design		4
<b>Spring Semester First Year</b>					COE	111	Co-Op Work Experience I**		1
WEB	115	Web Markup and Scripting		3	MAT	115	Mathematical Models		3
GRD	110	Typography I		3	SGD	171	Flash SG Programming		3
GRD	121	Drawing Fundamentals I		2					<u>15</u>
GRD	141	Graphic Design I		4	<b>Total Hours</b>				<b>69/70</b>
ENG	112	Argument-Based Research <b>or</b>		3					
ENG	114	Prof. Research and Report.							
MKT	220	Advertising and Sales Promotion		<u>3</u>					
				18					

\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

\*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131 or 211.

**Award: Associate in Applied Science Degree**

## ADVERTISING and GRAPHIC DESIGN - D30100

### Diploma

#### Course Requirements

				<i>Credit</i>					<i>Credit</i>
ACA	115	Success and Study Skills		1	GRD	110	Typography 1		3
CIS	110	Introduction to Computers <b>or</b>		3	GRD	121	Drawing Fundamentals I		2
CIS	111	Basic PC Literacy		2	GRD	141	Graphic Design I		4
CIS	165	Desktop Publishing I		3	GRD	280	Portfolio Design		4
ENG	111	Expository Writing		3	MAT	115	Mathematical Models		3
GRD	151	Computer Design Basics		3	MKT	220	Advertising and Sales Promotion		<u>3</u>
GRD	152	Computer Design Tech I		3					19
GRD	167	Photographic Imaging I		<u>3</u>	<b>Total Hours</b>				<b>37/38</b>
				18/19					

**AWARD: Diploma**

## **ADVERTISING and GRAPHIC DESIGN - C30100GD**

### **Certificate - GRAPHIC DESIGN**

#### **Course Requirements**

			<i>Credit</i>				<i>Credit</i>
CIS	165	Desktop Publishing I	3	CIS	110	Introduction to Computers <b>or</b>	3
GRD	151	Computer Design Basics	3	CIS	111	Basic PC Literacy	<u>2</u>
GRD	141	Graphic Design I	4	<b>Total Hours</b>			<b>15/16</b>
GRD	110	Typography I	3				

**AWARD: Certificate**

## **ADVERTISING and GRAPHIC DESIGN - C30100WD**

### **Certificate - WEB DESIGN**

#### **Course Requirements**

			<i>Credit</i>				<i>Credit</i>
SGD	171	Flash SG Programming	3	CIS	110	Introduction to Computers <b>or</b>	3
WEB	115	Web Markup	3	CIS	111	Basic PC Literacy	<u>2</u>
WEB	140	Web Development Tools	3	<b>Total Hours</b>			<b>15/16</b>
GRD	141	Graphic Design I	4				

**AWARD: Certificate**

## **ASSOCIATE DEGREE NURSING**

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

### **Program Learning Outcomes**

Graduates of the WCC Associate Degree Nursing Program will:

- Prioritize nursing care for individuals across the life span considering the concepts of needs assessment, and physiologic integrity.
- Provide patient-centered, holistic nursing care to individuals and groups with common complex alterations in health, based on evidence based practice and the nursing process.
- Communicate effectively with other members of an interdisciplinary healthcare team, as well as with individuals/families through the use of written expression, verbal and non-verbal expression.
- Actively participate in quality improvement initiatives in directing nursing care for individuals and groups with common complex alterations in health.
- Collaboratively participate as a member of the healthcare team, upholding legal, ethical, and professional standards of nursing practice.
- Utilize principles of critical thinking including pursuing best information, examining underlying assumptions, engaging in inquiry and analyzing different points of view when exercising nursing judgment.

Accreditation: North Carolina Board of Nursing

## ASSOCIATE DEGREE NURSING - A45110

### Associate Degree

#### Course Requirements

<i>Fall Semester First Year</i>					<i>Fall Semester Second Year</i>				
			<i>Clinical</i>	<i>Credit</i>				<i>Clinical</i>	<i>Credit</i>
NUR	111	Intro to Health Concepts	6	8	NUR	113	Family Health Concepts	6	5
BIO	165	Anatomy and Physiology I	0	4	NUR	211	Health Care Concepts	6	5
ENG	111	Expository Writing	0	3	ENG	112	Argument-Based Research <b>or</b>		
PSY	150	General Psychology	0	3	ENG	113	Literature-Based Research <b>or</b>		
ACA	115	Success and Study Skills	<u>0</u>	<u>1</u>	ENG	114	Professional Research and Reporting	0	3
			6	19			Humanities/Fine Arts Elective*	<u>0</u>	<u>3</u>
								12	16
<b><i>Spring Semester First Year</i></b>					<b><i>Spring Semester Second Year</i></b>				
NUR	112	Health-Illness Concepts	6	5	NUR	213	Complex Health Concepts	15	10
NUR	212	Health System Concepts	6	5	COM	120	Introduction to Interpersonal Communications <b>or</b>		
BIO	166	Anatomy and Physiology II	0	4			Public Speaking	0	3
PSY	281	Abnormal Psychology	<u>0</u>	<u>3</u>	COM	231			
			12	17				<u>15</u>	<u>13</u>
<b><i>Summer Term First Year</i></b>					<b>Total Semester Hours</b>				
NUR	114	Holistic Health Concepts	6	5					<b>73</b>
PSY	241	Developmental Psychology	<u>0</u>	<u>3</u>					
			6	8					

\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

**AWARD: Associate in Applied Science Degree**

## **BAKING AND PASTRY ARTS**

The Baking and Pastry Arts curriculum is designed to prepare students with the skills and knowledge required for employment in the baking/pastry industry including restaurants, hotels, independent bakeries/pastry shops, wholesale/retail markets, and high-volume bakeries, and further academic studies.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Course work includes specialty/artisan breads, desserts/pastries, decorative work, high-volume production and food marketing.

Graduates should qualify for entry-level positions, such as pastry/bakery assistant, area pastry chef and assistant pastry chef. American Culinary Federation certification may be available to graduates.

### **Program Learning Outcomes**

Graduates of the WCC Baking & Pastry Arts Program will:

- Maintain sanitation levels required by Federal, State and Local Officials.
- Apply fundamental concepts of Pastry/Baking tools, knife skills and baking equipment knowledge.
- Pursue best research and use of recipes for all types of Baking/Pastry products.
- Organize, purchase, and plan for the production of Baking/Pastry goods.
- Access, compile, and evaluate food cost, labor cost, beverage cost, and operation cost from the point of making profit.
- Apply knowledge of culinary math, written & oral communication, restaurant business knowledge, kitchen supervision, and cooking abilities.
- Recognize and demonstrate work habits that model the professional chef and ethical behavior in the food service industry.



## BAKING AND PASTRY ARTS - A55130

### Associate Degree

#### Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	ACC	115	College Accounting	4
CIS	111	Basic PC Literacy <b>or</b>	2	BPA	210	Cake Design and Decoration	3
CIS	110	Introduction to Computers	3	BPA	130	European Cakes and Tortes	3
CUL	110	Sanitation and Safety	2	NUT	110	Nutrition	3
CUL	140	Culinary Skills I	5	CUL	120	Purchasing	2
CUL	160	Baking I	3	COE	111	Co-Op Work Experience I**	1
ENG	110	Freshman Composition <b>or</b>	3			Humanities/Fine Arts Elective***	3
ENG	111	Expository Writing	—				19
			16/17				
<i>Spring Semester First Year</i>				<i>Spring Semester Second Year</i>			
CUL	260	Baking II	3	BPA	240	Plated Desserts	3
CUL	170	Grade Manager I	3	CUL	280	Pastry and Confections	3
ENG	114	Professional Research and Reporting <b>or</b>	3	BPA	250	Dessert and Bread Production	5
ENG	116	Technical Report Writing		BPA	260	Pastry and Baking Marketing	3
BPA	150	Artisan and Specialty Breads	4	HRM	245	Human Resource Mgmt - Hospitality	3
MAT	110	Mathematical Measurement <b>or</b>	3	CUL	214	Wine Appreciation	2
MAT	140	Survey of Mathematics		COE	121	Co-Op Work Experience II**	1
		Social/Behavioral Science Elective	3				20
			19				
				<b>Total Semester Hours</b>			<b>74/75</b>

\*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131 or 211. Second option - Students may take one two-hour Co-Op to meet this requirement. The following course numbers may be used: COE 112 or 122.

\*\*\* Foreign language courses may not be used as a humanities/fine arts elective for this program of study. If a student plans on attending the trip to France, they will need to complete HUM 120.

**AWARD: Associate in Applied Science Degree**

## BAKING AND PASTRY ARTS - D55130

### Diploma

#### Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	BPA	210	Cake Design and Decoration	3
CUL	110	Sanitation and Safety	2	BPA	130	Euro Cakes and Tortes	3
CUL	140	Culinary Skills I	5	CIS	111	Basic PC Literacy <b>or</b>	2
CUL	160	Baking I	3	CIS	110	Introduction to Computers	3
ENG	110	Freshmen Composition <b>or</b>	3	CUL	120	Purchasing	2
ENG	111	Expository Writing	—	COE	121	Co-Op Work Experience II*	1
			14				11/12
<b><i>Spring Semester First Year</i></b>				<b><i>Spring Semester Second Year</i></b>			
BPA	150	Artisan and Specialty Breads	4	BPA	250	Dessert and Bread Production	5
CUL	260	Baking II	3	<b>Total Semester Hours</b>			<b>44/45</b>
CUL	280	Pastry and Confections	3				
MAT	110	Mathematical Measurement <b>or</b>	3				
MAT	140	Survey of Mathematics					
COE	111	Co-Op Work Experience I	1				
			14				

*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131 or 211. Second option - Students may take one two-hour Co-Op to meet this requirement. The following course numbers may be used: COE 112 or 122.*

**AWARD: Diploma**

## **BASIC LAW ENFORCEMENT TRAINING**

The Basic Law Enforcement Training (BLET) Curriculum is designed to prepare entry-level individuals with the cognitive and physical skills needed to become certified law enforcement officers in North Carolina.

The course is comprised of 36 separate blocks of instruction to include topics such as Firearms, Driver Training, Motor Vehicle Law, and Arrest, Search and Seizure. The BLET course is filled with practical exercises and an extensive ethics section that is woven throughout the training experience.

The BLET course has been thoroughly researched, legally reviewed and contains the most current law enforcement information available. The Commission mandated 620-hour course takes approximately 16 weeks to complete and concludes with a comprehensive written exam and skills testing.

Upon successful completion of the BLET State Comprehensive Written Examination, the BLET Cadet has one year from the date of the State Comprehensive Examination to be duly appointed and sworn as a law enforcement officer in North Carolina. However, most agencies include an additional period of field training. To achieve certification within BLET the cadet must pass (competency of 70% or better) a six (6) unit commission standardized test. The content of those six units are;

- Legal Knowledge: Cadets in the BLET program will demonstrate their knowledge of local, state, and federal legal matters through written examinations and scenario based exercises.
- Patrol Duties Knowledge: Cadets in the BLET program will demonstrate their knowledge of police/sheriff patrol duties through written examinations and scenario based exercises.
- Law Enforcement Communication Knowledge: Cadets in the BLET program will demonstrate their knowledge of law enforcement communication matters through written examinations and scenario based exercises.
- Investigation Knowledge: Cadets in the BLET program will demonstrate their knowledge of police/sheriff investigative matters through written examinations and scenario based exercises.
- Practical Application Knowledge: Cadets in the BLET program will demonstrate their practical application knowledge written examinations and hands-on demonstration of learned skills.
- Sheriff Specific Knowledge: Cadets in the BLET program will demonstrate their knowledge of sheriff specific matters through written examinations and scenario based exercises.

# BASIC LAW ENFORCEMENT TRAINING - C55120

## Certificate

### Course Requirements

		<i>Credit</i>		
CJC 100	Basic Law Enforcement Training	19		
<b><i>Subject</i></b>		<b><i>Contact</i></b>	<b><i>Subject</i></b>	
<b><i>Legal</i></b>			<b><i>Investigation</i></b>	
Motor Vehicle Law	20	Fingerprinting and Photographing Arrestees	6	
Preparing for Court and Testifying in Court	12	Field Note-Taking and Report Writing	12	
Elements of Criminal Law	24	Criminal Investigation	34	
Juvenile Laws and Procedures	8	Interviews: Field and In-Custody	16	
Arrest, Search and Seizure/Const. Law	28	Controlled Substances	12	
ABC Laws and Procedure	4	Human Trafficking	2	
<b><i>Patrol Duties</i></b>			<b><i>Practical Applications</i></b>	
Techniques of Traffic Law Enforcement	24	First Responder	40	
Explosives and Hazardous Materials Emergencies	12	Firearms	48	
Traffic Accident Investigation	20	Law Enforcement Driver Training	40	
In-Custody Transportation	8	Physical Fitness Training	54	
Crowd Management	12	Subject Control Arrest Techniques	40	
Patrol Techniques	20	<b><i>Sheriff-Specific</i></b>		
Law Enforce. Comm. and Radio Procedures	8	Civil Process	24	
Anti Terrorism	4	Sheriffs' Responsibilities: Detention Duties	4	
Rapid Deployment	8	Sheriffs' Responsibilities: Court Duties	6	
<b><i>Communications</i></b>			<b><i>Miscellaneous</i></b>	
Dealing with Victims and the Public	10	Course Orientation	4	
Domestic Violence Response	12	Testing	24	
Ethics for Professional Law Enforcement	4	<b>Total Contact Hours:</b>	<b>626</b>	
Ind. with Mental Illness and Mental Retardation	8	<b>Total Hours:</b>	<b>19</b>	
Crime Prevention Techniques	6			
Comm. Skills for Law Enforcement Officers	8			

### **AWARD: Certificate**

*Accreditations: North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriff's Education and Training Standards Commission.*

## **BUSINESS ADMINISTRATION**

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and organizational operations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

These skills will provide students with a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

### **Program Learning Outcomes**

Graduates of the WCC Business Administration Program will:

- Apply appropriate financial accounting principles and concepts to identify, record, classify, summarize, interpret, and communicate financial results.
- Demonstrate effective communication and critical thinking skills in the business and professional environment.
- Use the marketing concept to successfully identify customer needs and deliver a product which meets those needs.
- Understand and apply the fundamental legal concepts of contract law and employment law.
- Apply the theories and concepts of economics, finance, and human resource management to various business problems and decisions.
- Demonstrate the ability to access, compile, evaluate, and present relevant information using spreadsheet, document production, and presentation software.
- Recognize and demonstrate work habits that model professional and ethical behavior in the workplace.

# BUSINESS ADMINISTRATION - A25120

## Associate Degree

### Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills		1	BUS	225	Business Finance		3
ACC	120	Principles of Financial Accounting		4	ECO	151	Survey of Economics* <b>or</b>		3
BUS	110	Introduction to Business		3	ECO	251	Principles of Microeconomics		
BUS	115	Business Law I		3	MAT	115	Mathematical Models <b>or</b>		3
CIS	111	Basic PC Literacy <b>or</b>		2	MAT	140	Survey of Mathematics <b>or</b>		
CIS	110	Introduction to Computers		3	MAT	161	College Algebra		
ENG	111	Expository Writing		3	MKT	120	Principles of Marketing		3
				16/17			Humanities/Fine Arts Elective**		3
							Elective***		3
									18
<i>Spring Semester First Year</i>					<i>Spring Semester Second Year</i>				
ACC	121	Principles of Managerial Account.		4	ACA	220	Professional Transition		1
BUS	116	Business Law II		3	BUS	137	Principles of Management		3
BUS	153	Human Resource Management		3	BUS	240	Business Ethics and Social Problems		3
CTS	130	Spreadsheet		3	BUS	260	Business Communication		3
ENG	112	Argument-Based Research <b>or</b>		3	CTS	125	Presentation Graphics		3
ENG	113	Literature-Based Research			COE	111	Co-Op Work Experience I ****		1
BUS	121	Business Mathematics		3			PSY or SOC Elective (PSY 118, PSY 150, or ECO 252)*		3
				19					17
<b>Total Hours</b>									<b>70/71</b>

\*Students planning to enroll in a Degree Completion Program should enroll in ECO 251 and ECO 252.

\*\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

\*\*\*Elective to be chosen from ACC 129, BUS 280, CIS 164, DBA 110, MKT 123, MKT 220, MKT 223.

\*\*\*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131, or 211.

**AWARD: Associate in Applied Science Degree**

## BUSINESS ADMINISTRATION - D25120

### Diploma

#### Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Spring Semester First Year</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	ACC	121	Principles of Manag. Accounting	4
BUS	115	Business Law I	3	BUS	137	Principles of Management	3
ACC	120	Principles of Financial Accounting	4	BUS	240	Business Ethics	3
ENG	111	Expository Writing	3	CIS	111	Basic PC Literacy <b>or</b>	2
MKT	120	Principles of Marketing	3	CIS	110	Introduction to Computers	3
BUS	110	Introduction to Business	3	BUS	260	Business Communication	3
ECO	151	Survey of Economics <b>or</b>	3	BUS	116	Business Law II	3
ECO	251	Principles of Microeconomics	—			Humanities/Fine Arts Elective*	<u>3</u>
			20				21/22
				<b>Total Hours</b>			<b>41/42</b>

\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

**AWARD: Diploma**

## BUSINESS ADMINISTRATION - C251203

### Certificate - CREDIT ASSISTANT

#### Course Requirements

			<i>Credit</i>
ACC	120	Principles of Fin. Accounting	4
BUS	115	Business Law I	3
BUS	116	Business Law II	3
BUS	225	Business Finance	<u>3</u>
<b>Total Hours</b>			<b>13</b>

**AWARD: Certificate**

## BUSINESS ADMINISTRATION - C251201

### Certificate - MANAGEMENT TRAINEE I

#### Course Requirements

			<i>Credit</i>			<i>Credit</i>	
ACC	120	Principles of Financial Accounting	4	CIS	110	Introduction to Computers	3
BUS	115	Business Law I	3	MKT	120	Principles of Marketing	<u>3</u>
CIS	111	Basic PC Literacy <b>or</b>	2	<b>Total Hours</b>		<b>12/13</b>	

**AWARD: Certificate**

**BUSINESS ADMINISTRATION - C251202**  
**Certificate - MANAGEMENT TRAINEE II**  
**Course Requirements**

				<i>Credit</i>			<i>Credit</i>
ACC	121	Principles of Mngt. Accounting	4	BUS	240	Business Ethics	<u>3</u>
CTS	125	Presentation Graphics	3	<b>Total Hours</b>			<b>13</b>
BUS	137	Principles of Management	3				

**AWARD: Certificate**



## **BUSINESS ADMINISTRATION**

### **CONCENTRATION IN HUMAN RESOURCES MANAGEMENT**

Human Resources Management is a concentration under the curriculum title of Business Administration. The curriculum is designed to meet the demands of business and service agencies. The objective is the development of generalists and specialists in the administration, training, and management of human resources.

Course work includes studies in management, interviewing, placement, needs assessment, planning, compensation and benefits, and training techniques. Also included are topics such as people skills, learning approaches, skills building, and development of instructional and training materials.

Graduates from this program will have a sound business educational base for life-long learning. Students will be prepared for employment opportunities in personnel, training, and other human resources development areas.

#### **Program Learning Outcomes**

Graduates of the WCC Accounting Program will have a sound business educational base for lifelong learning.

- Students will be prepared for employment opportunities in personnel, training, and other human resources development areas.
- Communicate effectively and think critically in the business and professional environment.
- Model professional and ethical behavior in the workplace.
- Evaluate management theory, functional areas of responsibility in organizations, and contemporary management issues.
- Examine human resource practices such as staffing, training and development, the legal environment, and ethical implications.
- Use technology as a tool for developing and managing a basic compensation system

**BUSINESS ADMINISTRATION - A2512C**  
**CONCENTRATION IN HUMAN RESOURCES MANAGEMENT**  
**Associate Degree**  
**Course Requirements**

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills		1	ACC	140	Payroll Accounting		2
ACC	120	Principles of Financial Accounting		4	BUS	217	Employment Law and Regs		3
BUS	110	Introduction to Business		3	BUS	256	Recruit Select and Pre Plan		3
BUS	115	Business Law I		3	BUS	258	Compensation and Benefits		3
CIS	111	Basic PC Literacy <b>or</b>		2	ECO	151	Survey of Economics** <b>or</b>		3
CIS	110	Introduction to Computers		3	ECO	251	Principles of Microeconomics		3
ENG	111	Expository Writing		3	MKT	120	Principles of Marketing		3
				16/17					18
<i>Spring Semester First Year</i>					<i>Spring Semester Second Year</i>				
BUS	137	Principles of Management		3	ACA	220	Professional Transition		1
BUS	153	Human Resource Management		3	BUS	240	Business Ethics		3
BUS	234	Training and Development		3	BUS	259	HRM Applications		3
ENG	112	Argument-Based Research <b>or</b>		3	BUS	260	Business Communication		3
ENG	113	Literature-Based Research			COE	111	Co-Op Work Experience I ***		1
MAT	115	Mathematical Models <b>or</b>		3			PSY or SOC Elective (PSY 118, PSY 150, or ECO 252)**		3
MAT	140	Survey of Mathematics					Elective (recommended MKT 233 or ACC 150)****		3
		Humanities/Fine Arts Elective*		3					17
				18					
<b>Total Hours</b>									<b>68/69</b>

\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

\*\*Students planning to enroll in a Degree Completion Program should enroll in ECO 251 and ECO 252.

\*\*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131, or 211.

\*\*\*\*Elective to be chosen from BUS 116, BUS 137, BUS 153, BUS 217, BUS 234, BUS 256, or BUS 258.

**AWARD: Associate in Applied Science Degree**

**BUSINESS ADMINISTRATION - D2512C**  
**CONCENTRATION IN HUMAN RESOURCES MANAGEMENT**  
**Diploma**  
**Course Requirements**

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	BUS	217	Employment Law and Regulations	3
ACC	120	Principles of Financial Accounting	4	BUS	256	Recruit Select and Pre Plan	3
BUS	115	Business Law I	3	BUS	258	Compensation and Benefits	3
CIS	110	Introduction to Computers <b>or</b>	3	MKT	120	Principles of Marketing	3
CIS	111	Basic PC Literacy	2				12
ECO	151	Survey of Economics <b>or</b>	3	<b>Total Hours</b>			<b>40/41</b>
ECO	251	Principles of Microeconomics	—				
			13/14				

***Spring Semester First Year***

ENG	111	Expository Writing	3
BUS	137	Principles of Management	3
BUS	153	Human Resource Management	3
BUS	234	Training and Development	3
PSY	118	Interpersonal Psychology	3
			15

*\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.*

**AWARD: Diploma**

## **COMPUTER INFORMATION TECHNOLOGY**

The Computer Information Technology curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs.

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information.

Graduates should be prepared to sit for industry-recognized certification exams. Students will be able to customize the degree by choosing electives in the areas of Computer Programming, Database Design, and Web Technologies.

### **Program Learning Outcomes**

Graduates of the WCC Computer Information Technology Program will:

- Design, implement, test, document and maintain a basic business application in a computer language.
- Design, implement and maintain a relational database.
- Utilize an operating system with business-oriented application software such as Microsoft Office.
- Use appropriate terminology for hardware, software, networking, and computer security in both written and oral communications.
- Pursue best information by defining a project's boundary conditions and creating a test data set for the evaluation of an application.
- Analyze differing points of view including the user, the customer, and future programmers.
- Pose questions to clarify a problem statement.
- Examine underlying assumptions of a problem statement to determine the implications and consequences in developing a solution for a problem.

## COMPUTER INFORMATION TECHNOLOGY - A25260

### Associate Degree

#### Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	NOS	230	Windows Admin I	3		
CIS	110	Introduction to Computers	3	NET	125	Networking Basics	3		
CIS	115	Intro to Programming and Logic	3	CTS	285	System Analysis and Design	3		
NOS	110	Operating System Concepts	3			Elective *	3		
ENG	111	Expository Writing	3			Elective *	3		
SEC	110	Security Concepts	<u>3</u>			Elective *	<u>1/3</u>		
			16						16/18
<i>Spring Semester First Year</i>					<i>Spring Semester Second Year</i>				
BUS	110	Introduction to Business	3	CTS	289	System Support Project	3		
CTS	120	Hardware/Software Support	3			Humanities/Fine Arts Elective**	3		
DBA	110	Database Concepts	3			Social/Behavioral Science Elective	3		
ENG	112	Argument-Based Research <b>or</b>	3			Elective *	3		
ENG	113	Literature-Based Research				Elective *	3		
MAT	115	Mathematical Models <b>or</b>	3						<u>15</u>
MAT	161	College Algebra							
NOS	130	Windows Single User	<u>3</u>						
			18			<b>Total Hours</b>			<b>65/67</b>

\* Elective to be chosen from COE 111, CSC 139, CSC 151, CSC 239, CSC 251, CTS 125, CTS 130, DBA 120, DBA 221, NOS 120, WEB 115, WEB 215.

\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131, or 211

\*\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

**AWARD: Associate in Applied Science Degree**

## COMPUTER INFORMATION TECHNOLOGY - D25260

### Diploma

#### Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Spring Semester First Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	CTS	130	Spreadsheet	3		
CIS	110	Introduction to Computers	3	DBA	110	Database Concepts	3		
CIS	115	Intro to Programming and Logic	3	ENG	111	Expository Writing	3		
NET	125	Networking Basics	3	NOS	120	Linux/UNIX Single User	3		
NOS	110	Operating System Concepts	3	NOS	130	Windows Single User	3		
SEC	110	Security Concepts	3	MAT	115	Mathematical Models <b>or</b>	3		
WEB	115	Web Markup and Scripting	<u>3</u>	MAT	161	College Algebra	—		
			19						18
						<b>Total Hours</b>			<b>37</b>

**AWARD: Diploma**

**COMPUTER INFORMATION TECHNOLOGY - C25260DP**  
**Certificate - DATABASE PROGRAMMING**  
**Course Requirements**

			<i>Credit</i>				<i>Credit</i>
WEB	115	Web Markup and Scripting	3	WEB	215	Advanced Markup and Scripting	3
DBA	120	Database Programming I	3	DBA	221	SQL Server DB Programming II	3
<b>Total Hours</b>							<b>12</b>

**AWARD: Certificate**

**COMPUTER INFORMATION TECHNOLOGY - C25260HD**  
**Certificate - HELP DESK TRAINEE**  
**Course Requirements**

			<i>Credit</i>				<i>Credit</i>	
CIS	110	Introduction to Computers	3	NOS	120	Linux/UNIX Single User	3	
CIS	115	Introduction to Programming and Logic	3	CTS	120	Hardware/Software Support	3	
NOS	110	Operating System Concepts	3	<b>Total Hours</b>				<b>15</b>

**AWARD: Certificate**

**COMPUTER INFORMATION TECHNOLOGY - C25260P**  
**Certificate - PROGRAMMER TRAINEE**  
**Course Requirements**

			<i>Credit</i>				<i>Credit</i>
CSC	139	Visual BASIC Programming	3	CSC	239	Advanced Visual BASIC	3
CSC	151	JAVA Programming	3	CSC	251	Advanced JAVA Programming	3
<b>Total Hours</b>							<b>12</b>

**AWARD: Certificate**

**COMPUTER INFORMATION TECHNOLOGY - C25260W**  
**Certificate - WEB PROGRAMMER TRAINEE**  
**Course Requirements**

			<i>Credit</i>				<i>Credit</i>
CSC	151	JAVA Programming	3	CSC	251	Advanced JAVA Programming	3
WEB	115	Web Markup and Scripting	3	WEB	215	Advanced Markup and Scripting	3
<b>Total Hours</b>							<b>12</b>

**AWARD: Certificate**

## **CONSTRUCTION: ARCHITECTURE & CONSTRUCTION TECHNOLOGY**

These curriculums are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

### **Disciplines of Study Include:**

- Architecture Technology                     A40100
- Building Construction Technology        A35140

### **Graduates of the Architecture Technology Program will:**

- Visualize and translate drawing information to actual physical objects and completed construction.
- Graduates will be able to apply building codes and standards as they pertain to the life, health, and safety of the public.
- Demonstrate skill and proficiency in computer-aided drafting and design by showing technical mastery in the use of industry-relevant computer technology and software.
- Graduates will be able to use drafting conventions including symbols, line types, line weights and dimensions styles as applicable to the design profession.
- Visualize and translate drawing information to actual physical objects and completed construction components.
- Understand the construction process from the transformation of an idea or need into a completed project.
- Understand the role, duties, and responsibilities of the members of the design team, including the working relationship between technicians and professionals.
- Graduates will be able to demonstrate communication skills, critical thinking and problem solving skills to be successful in the employment environment.
- Graduates will have the opportunity to transfer with junior standing to certain four-year colleges with a major in Engineering or Construction Field.
- Graduates will have the opportunity to be a certified Autodesk User.

### **Graduates of the Building Construction Technology Program will:**

- Gain the entry level skills needed to gain employment in fields that require plumbing, blueprint reading, frame construction and electrical skills.
- Show competency through simulated or live construction projects in the following areas: masonry, insulation, site preparation, roofing, plumbing, electrical wiring, material quality estimating.
- Seek best information to analyze damaged existing construction to determine repair or replacement decisions involving remodeling, retrofitting or repair.

- Demonstrate an understanding and explain the importance of safe work practices and OSHA guidelines and building codes.
- Show an understanding, knowledge and ability to create an estimate and complete a bill of sale for construction projects.
- Set up a transit and leveling tools needed for site preparation and the construction of footings.
- Explain and analyze the strengths and characteristics of various building materials.

### **2+2 Transfer Opportunities:**

- Appalachian State University
- UNC-Greensboro
- UNC-Charlotte
- Winston-Salem State University
- Western Carolina University



## ARCHITECTURAL TECHNOLOGY - A40100

A program that prepares individuals to assist architects, engineers, and construction professionals in developing plans and related documentation for residential and commercial projects in both the private and public sectors. Includes instruction in architectural drafting, computer-assisted drafting, construction materials and methods, environmental systems, codes and standards, structural principles, cost estimation, planning, graphics, and presentation.

### Associate Degree

#### Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	ARC	230	Environmental Systems	4		
ARC	111	Intro to Architectural Technology	3	CST	241	Planning and Estimating I	3		
ARC	112	Constr. Materials and Methods	4	CST	211	Construction Surveying	3		
ARC	114	Architectural CAD	2	HUM	110	Technology & Society	3		
ARC	114A	Architectural CAD Lab	1						
ENG	111	Expository Writing <b>or</b>	3	<i>Spring Semester Second Year</i>					
ENG	110	Freshman Composition	3	ARC	221	3D Architectural CAD	3		
BPR	130	Blueprint Reading /Construction	2	ARC	213	Design Project	4		
				ARC	240	Site Planning	3		
				ARC	141	Elementary Structure for Arch	4		
				ARC	132	Specs and Contracts	2		
				PSY	118	Interpersonal Psychology	3		
<i>Spring Semester First Year</i>									
ARC	113	Residential Architectural Tech.	3	<b>Total Required Core Hours</b> <b>71</b>					
CMT	120	Codes and Inspections	3	Total Required Specialty Hours for Diploma <b>36</b>					
ARC	220	Advanced Architectural CAD	2	Total Required Specialty Hours for Certificate <b>12</b>					
ARC	264	Digital Architectural	2	Total Required Specialty Hours for AAS <b>68</b>					
SST	150	Green Building and Design	3						
MAT	121	Algebra and Trigonometry	3						
<i>Summer Term First Year</i>									
ENG	114	Prof Research & Reporting <b>or</b>	3						
ENG	116	Technical Report Writing <b>or</b>							
COM	231	Public Speaking							
ARC	211	Light Construction	3						

**AWARD: Associate in Applied Science Degree**

**ARCHITECTURE TECHNOLOGY-D40100**  
**Diploma - ARCHITECTURE TECHNOLOGY**  
**Course Requirements**

				<i>Credit</i>					<i>Credit</i>	
ACA	115	Success and Study Skills	1	ARC	113	Residential Architectural Tech.	3			
ARC	111	Intro to Architectural Technology	3	CMT	120	Codes and Inspections	3			
ARC	112	Constr. Materials and Methods	4	ARC	220	Advanced Architectural CAD	2			
ARC	114	Architectural CAD	2	ARC	264	Digital Architectural	2			
ARC	114A	Architectural CAD Lab	1	SST	150	Green Building and Design	3			
ENG	111	Expository Writing <b>or</b>	3	MAT	121	Algebra and Trigonometry	3			
ENG	110	Freshman Composition		ARC	211	Light Construction	3			
BPR	130	Blueprint Reading /Construction	3	<b>Total Required Core for Diploma</b>					<b>36</b>	

**AWARD: Diploma**

**ARCHITECTURE TECHNOLOGY - D40100LA**  
**Diploma - LANDSCAPE ARCHITECTURE**  
**Course Requirements**

				<i>Credit</i>					<i>Credit</i>	
ACA	115	Success and Study Skills	1	HOR	273	Horticultural Management & Marketing	3			
LAR	111	Intro to Landscape Architecture Technology	3	HOR	253	Horticulture Turfgrass	3			
BPR	130	Blueprint Reading /Construction	2	TRF	151	Intro to Landscape Design	3			
ARC	114	Architectural CAD	2	ARC	240	Site Planning	3			
HOR	160	Plant Materials I	3	LAR	211	Commercial Site Design	3			
HOR	114	Landscape Construction	3	ARC	220	Advanced Architectural CAD	2			
ENG	111	Expository Writing <b>or</b>	3	MAT	121	Algebra and Trigonometry	3			
ENG	110	Freshman Composition		<b>Total Required Core for Diploma</b>					<b>38</b>	

**AWARD: Diploma**

## **ARCHITECTURE TECHNOLOGY-C40100CT**

### **Certificate - CAD TECHNIQUES**

#### **Course Requirements**

			<i>Credit</i>
DFT	119	Basic CAD <b>or</b>	2
ARC	114	Architectural CAD	
ARC	114A	Architectural CAD Lab	1
BPR	130	Blueprint Reading Construction	3
ARC	220	Advanced Architecture CAD	2
ARC	264	Digital Architecture	2
ARC	221	3D Architecture CAD <b>or</b>	3
DFT	154	Intro Solid Modeling	—

**Total Required Core Hours** 13

**AWARD: Certificate**

## **ARCHITECTURE TECHNOLOGY-C40100LA**

### **Certificate - LANDSCAPE ARCHITECTURE**

#### **Course Requirements**

			<i>Credit</i>
LAR	111	Intro to Landscape Architecture Technology	3
BPR	130	Blueprint Reading Construction	3
ARC	114	Architectural CAD	2
HOR	160	Plant Materials I	3
HOR	265	Advanced Plant Materials	2
ARC	220	Advanced Architectural CAD	2
TRF	151	Intro to Landscape Design	3

**Total Required Core Hours** 18

**AWARD: Certificate**

## BUILDING CONSTRUCTION TECHNOLOGY - A35140

A program that prepares individuals to apply technical knowledge and skills to residential and commercial building construction and remodeling. Includes instruction in construction equipment and safety; site preparation and layout; construction estimating; print reading; building codes; framing; masonry; heating, ventilation, and air conditioning; electrical and mechanical systems; interior and exterior finishing; and plumbing.

### Associate Degree

#### Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	CST	241	Planning and Estimating I	3		
ARC	112	Constr. Materials and Methods	4	CST	211	Construction Surveying	3		
ARC	114	Architectural CAD	2	AHR	211	Residential Systems Design	3		
CAR	111	Carpentry I	8	CST	251	Electrical Wiring Systems	3		
HUM	110	Technology & Society	3	ENG	114	Professional Research and Reporting <b>or</b>	3		
BPR	130	Blueprint Reading Construction	2	ENG	116	Technical Report Writing			
				PLU	111	Intro to Basic Plumbing	3		
				MAS	140	Introduction to Masonry	2		
<i>Spring Semester First Year</i>					<i>Spring Semester Second Year</i>				
ENG	111	Expository Writing <b>or</b>	3	CMT	120	Codes and Inspections	3		
ENG	110	Freshman Composition		CST	242	Planning and Estimating II	4		
CAR	112	Carpentry II	8	CST	221	Statics/Structures	4		
CST	131	OSHA/Safety/Certification	3	SST	140	Green Building & Design Concepts	3		
PSY	118	Interpersonal Psychology	3	BUS	139	Entrepreneurship I	3		
MAT	120	Geometry and Trigonometry <b>or</b>	3						
MAT	121	Algebra and Trigonometry							
							<b>Total Required Core Hours</b>	<b>76</b>	
							Total Required Specialty Hours for Diploma	<b>36</b>	
							Total Required Specialty Hours for Certificate	<b>12</b>	
							Total Required Semester Hours for AAS	<b>68</b>	

**AWARD: Associate in Applied Science Degree**

**BUILDING CONSTRUCTION TECHNOLOGY-D35140**  
**Diploma - BUILDING CONSTRUCTION TECHNOLOGY**  
**Course Requirements**

			<i>Credit</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	ENG	111	Expository Writing <b>or</b>	3
ARC	112	Construction Materials and Methods	4	ENG	110	Freshman Composition	
ARC	114	Architectural Technology	3	CAR	112	Carpentry II	8
CAR	111	Carpentry I	8	CST	131	OSHA/Safety/Certification	3
BPR	130	Blueprint Reading/Construction	2	MAT	120	Geometry and Trigonometry <b>or</b>	3
				MAT	121	Algebra and Trigonometry I	
				PLU	111	Introduction to Basic Plumbing	2
<b>Total Required Core for Diploma</b>							<b>36</b>

**AWARD: Diploma**

**BUILDING CONSTRUCTION TECHNOLOGY-C40100CA**  
**Certificate - CARPENTRY**  
**Course Requirements**

			<i>Credit</i>
CAR	111	Carpentry I	8
CAR	112	Carpentry II	8
<b>Total Required Core Hours</b>			<b>16</b>

**AWARD: Certificate**

**BUILDING CONSTRUCTION TECHNOLOGY-C40100CM**  
**Certificate -CONSTRUCTION MANAGEMENT**  
**Course Requirements**

			<i>Credit</i>
ARC	112	Construction Materials and Methods	4
CMT	120	Codes and Inspections	3
CST	241	Planning/Estimating I	3
CST	242	Planning/Estimating II	4
<b>Total Required Core Hours</b>			<b>14</b>

**AWARD: Certificate**

## **BUILDING CONSTRUCTION TECHNOLOGY - C40100MT**

### **Certificate -CONSTRUCTION MECHANICAL TRADES**

#### **Course Requirements**

			<i>Credit</i>
CST	131	OSHA/Safety/Certification	3
CMT	120	Codes and Inspections	3
AHR	211	Residential System Design	3
CST	251	Electrical Wiring Systems	3
PLU	111	Introduction to Basic Plumbing	2

**Total Required Core Hours**                    **14**

**AWARD: Certificate**

## **BUILDING CONSTRUCTION TECHNOLOGY - C40100ST**

### **Certificate -SUSTAINABLE TECHNOLOGY**

#### **Course Requirements**

			<i>Credit</i>
ARC	112	Construction Materials and Methods	4
CMT	120	Codes and Inspections	3
SST	140	Green Building & Design Concepts	3
CST	244	Sustainable Building Design	3
CST	241	Planning/Estimating I	3

**Total Required Core Hours**                    **16**

**AWARD: Certificate**

## **CRIMINAL JUSTICE TECHNOLOGY**

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

### **Program Learning Outcomes:**

Graduates of the WCC Criminal Justice Technology Program will:

- Analyze the totality of the circumstances for a given situation and be able to apply the appropriate criminal, civil, constitutional, or juvenile law.
- Demonstrate and understand a working knowledge of law enforcement operations, investigations, patrol procedures and private security.
- Identify and understand the different functions within the corrections system including jails, prisons, probation and parole on a local, state and federal level.
- Demonstrate a working knowledge of the local state and federal court system, including the hierarchy, jurisdiction, and the court room group functions.
- Identify professional and ethical conduct through review of ethical dilemmas, review of policy and the law to enable them with the ability to properly apply ethical standards to difficult situations.
- Demonstrate an ability to think critically and to use critical thinking skills to solve problems.

*\* In order to obtain employment as a local law enforcement officer, the graduate must successfully complete Basic Law Enforcement Training or obtain a bachelor's degree to meet the hiring requirements for most state and federal law enforcement agencies.*

# CRIMINAL JUSTICE - A55180

## Associate Degree

### Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills		1	CJC	113	Juvenile Justice		3
BIO	161	Introduction to Human Biology		3	CJC	131	Criminal Law		3
CIS	110	Introduction to Computers		3	CJC	141	Corrections		3
CJC	111	Introduction to Criminal Justice		3	CJC	212	Ethics and Comm. Relations		3
CJC	112	Criminology		3	PSY	150	General Psychology		3
ENG	111	Expository Writing		3			Social/Behavioral Science Elective***	3	
				16					18
<i>Spring Semester First Year</i>					<i>Spring Semester Second Year</i>				
CJC	121	Law Enforcement Operations		3	CJC	214	Victimology		3
CJC	132	Court Procedure and Evidence		3	CJC	215	Organization and Admin.		3
CJC	231	Constitutional Law		3	CJC	221	Investigative Principles		4
ENG	112	Argument-Based Research <b>or</b>		3	CJC	232	Civil Liability		3
ENG	113	Literature-Based Research					Humanities/Fine Arts Elective****	3	
MAT	140	Survey of Mathematics <b>or</b>		3					16
MAT	115	Mathematical Models			<b>Total Hours</b>				<b>66-68</b>
COE	111	Co-Op Work Experience I* <b>or</b>		1					
		Elective**		3					
				16-18					

Students successfully completing a Basic Law Enforcement Training Course Accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive credit for (CJC-121, CJC-131, CJC-132, and CJC-221) toward the Associate in Applied Science degree in Criminal Justice Technology. Students must have successfully passed the Commissions' comprehensive certification examination. Students must have completed Basic Law Enforcement Training since 1985.

\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131, or 211.

\*\*Elective to be chosen from BIO 140, BIO 161, BUS 115, BUS 137, SPA 120.

\*\*\*Elective to be chosen from HIS 116, HIS 121, HIS 122, HIS 131, HIS 132, POL 110, POL 120, PSY 118, PSY 231, PSY 237, PSY 281, SOC 210, SOC 213, SOC 220, SOC 225

\*\*\*\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

**AWARD: Associate in Applied Science Degree**



## CRIMINAL JUSTICE TECHNOLOGY - D55180

### Diploma

#### Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Spring Semester First Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills		1	CIS	110	Introduction to Computers		3
ENG	111	Expository Writing		3	CJC	121	Law Enforcement Operations		3
CJC	111	Introduction to Criminal Justice		3	CJC	231	Constitutional Law		3
CJC	112	Criminology		3	CJC	232	Civil Liability		3
CJC	113	Juvenile Justice		3	CJC	132	Court Procedure and Evidence		3
CJC	131	Criminal Law		3	MAT	140	Survey of Mathematics <b>or</b>		3
CJC	141	Corrections		3	MAT	115	Mathematical Models		
				19	CJC	221	Investigative Principles		4
									22
					<b>Total Hours</b>				<b>41</b>

**AWARD: Diploma**

## CRIMINAL JUSTICE TECHNOLOGY - C55180

### Certificate - CORRECTIONS

#### Course Requirements

				<i>Credit</i>					<i>Credit</i>
ENG	111	Expository Writing		3	CJC	231	Constitutional Law		3
CIS	110	Introduction to Computers		3	CJC	112	Criminology		3
CJC	141	Corrections		3	<b>Total Hours</b>				<b>18</b>
CJC	111	Introduction to Criminal Justice		3					

**AWARD: Certificate**

## **CULINARY ARTS**

The Culinary Arts curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full service restaurants, hotels, resorts, clubs, catering operations, contract foodservice and health care facilities.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

### **Program Learning Outcomes:**

Graduates of the WCC Culinary Program will:

- Maintain sanitation levels required by Federal, State, and Local Officials.
- Apply fundamental concepts of knife skills, basic food preparation, and equipment knowledge.
- Pursue best research and use of standard menus for all types of foods and services.
- Operate & clean commercial equipment properly.
- Access, compile, and evaluate food cost, labor cost, beverage cost, and operation cost from the point of making profit.
- Apply knowledge of culinary math, written & oral communication, restaurant business knowledge, kitchen supervision, and cooking ability.
- Recognize and demonstrate work habits that model the professional chef and ethical behavior in the food service work place.

## CULINARY ARTS - A55150

### Associate Degree

#### Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	ACC	115	College Accounting	4
CIS	110	Introduction to Computers <b>or</b>	3	NUT	110	Nutrition	3
CIS	111	Basic PC Literacy	2	CUL	120	Purchasing	2
CUL	110	Sanitation and Safety	2	CUL	230	Global Cuisines	5
CUL	140	Basic Culinary Skills	5	CUL	270	Garde Manger II	3
CUL	160	Baking I	3	COE	111	Co-Op Work Experience I***	1
ENG	111	Expository Writing*	3				18
			16/17				
<i>Spring Semester First Year</i>				<i>Spring Semester Second Year</i>			
CUL	135	Food and Beverage Service	2	CUL	214	Wine Appreciation	2
CUL	170	Garde Manger I	3	CUL	240	Advanced Culinary Skills	5
CUL	260	Baking II <b>or</b>	3	CUL	245	Contemporary Cuisines	5
BPA	150	Artisan and Speciality Bread	4	HRM	245	Human Resource Mgmt - Hosp	3
ENG	114	Prof. Research and Reporting <b>or</b>	3	COE	121	Co-Op Work Experience II***	1
ENG	116	Technical Report Writing				Social/Behavioral Science Elec.	3
HOR	142	Fruit and Vegetable Production	2				19
MAT	110	Mathematical Measurement <b>or</b>	3				
MAT	140	Survey of Mathematics					
		Humanities/Fine Arts Elective**	3				
			19/20				
				<b>Total Hours</b>			<b>72-74</b>

\*ENG 110 may be substituted for ENG 111.

\*\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study. If a student plans on attending the trip to France, they will need to complete HUM 120.

\*\*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131 or 211. Second option - Students may take one two-hour Co-Op to meet this requirement. The following course numbers may be used: COE 112 or 122.

**AWARD: Associate in Applied Science Degree**

## CULINARY ARTS - D55150

### Diploma

#### Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	CUL	120	Purchasing	2		
CUL	110	Sanitation and Safety	2	CUL	230	Global Cuisines	5		
CUL	140	Basic Culinary Skills	5	CUL	270	Garde Manger II	3		
CUL	160	Baking I	3	COE	121	Co-Op Work Experience II*	<u>1</u>		
ENG	110	Freshman Composition I <b>or</b>	3						11
ENG	111	Expository Writing	—						
			14	<b>Total Hours</b>					<b>41/42</b>
<b><i>Spring Semester First Year</i></b>									
CUL	135	Food and Beverage Service	2						
CUL	170	Garde Manger I	3						
CUL	240	Culinary Skills II	5						
CIS	110	Introduction to Computers <b>or</b>	3						
CIS	111	Basic PC Literacy	2						
MAT	110	Mathematical Measurement <b>or</b>	3						
MAT	140	Survey of Mathematics							
COE	111	Co-Op Work Experience I*	<u>1</u>						
			16/17						

*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131 or 211. Second option - Students may take one two-hour Co-Ops to meet this requirement. The following course numbers may be used: COE 112 or COE 122.*

**AWARD: Diploma**

## CULINARY ARTS - C55150C

### Certificate - Line Cook

#### Course Requirements

			<i>Credit</i>					<i>Credit</i>
CUL	110	Sanitation and Safety	2	CUL	170	Garde Manger I	<u>3</u>	
CUL	140	Basic Culinary Skills	5	<b>Total Hours</b>				<b>13</b>
CUL	160	Baking I	3					

**AWARD: Certificate**

## DENTAL ASSISTING

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

### Program Learning Outcomes:

- Graduates of the WCC Dental Assisting Program will:
- Apply key concepts of dentistry.
- Utilize standards of infection and hazard control.
- Produce radiographs of diagnostic quality.
- Perform clinical supportive treatments and dental laboratory procedures.
- Model professional behaviors, ethics and appearance.

## DENTAL ASSISTING - D45240 Diploma

### Course Requirements

<i>Fall Semester</i>			<i>Clinical</i>	<i>Credit</i>	<i>Summer Term</i>			<i>Clinical</i>	<i>Credit</i>
DEN	101	Preclinical Procedures	0	7	DEN	107	Clinical Practice II	12	5
DEN	110	Orofacial Anatomy	0	3	PSY	118	Interpersonal Psychology	0	3
DEN	111	Infection/Hazard Control	0	2				12	8
DEN	112	Dental Radiography	0	3	<b>Total Hours</b>				<b>47</b>
ACA	115	Success and Study Skills	0	1					
BIO	106	Introduction to Anatomy/ Physiology/Micro	0	3					
			0	19					
<i>Spring Semester</i>									
DEN	102	Dental Materials	0	5					
DEN	103	Dental Sciences	0	2					
DEN	104	Dental Health Education	0	3					
DEN	105	Practice Management	0	2					
DEN	106	Clinical Practice I	12	5					
ENG	102	Applied Communications II	0	3					
			12	20					

*Students must make a satisfactory score on the entry placement test or pass MAT 060 or DMA 010, 020 and 030*

*Accreditation: Commission on Dental Accreditation.*

**AWARD: Diploma**

## **EARLY CHILDHOOD EDUCATION**

The Early Childhood Education curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs; preschools; public and private schools; recreational centers; Head Start programs; and school-age programs.

### **Program Learning Outcomes:**

Graduates of the WCC Early Childhood Associate Program will:

- Create environments that are healthy, respectful, supportive, and challenging based on their knowledge of child development.
- Create respectful, reciprocal relationships that support and empower families, and involve all families in their children's development and learning.
- Use systematic observations, documentation, and other effective assessment strategies in a partnership with families and other professionals, to positively influence children's development.
- Integrate functional concepts to develop and design, implement, and evaluate experiences using developmentally appropriate practice.
- Recognize and demonstrate ethical guidelines and other professional standards related to early childhood practice.

## EARLY CHILDHOOD EDUCATION - A55220

### Associate Degree

#### Course Requirements

<i>Fall Semester First Year</i>				<i>Fall Semester Second Year</i>			
			<i>Credit</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	EDU	153	Health, Safety, Nutrition	3
ENG	111	Expository Writing	3	EDU	221	Children with Exceptionalities	3
EDU	119	Intro to Early Childhood Education	4	EDU	259	Curriculum Planning	3
EDU	131	Child, Family, and Community	3	EDU	271	Educational Technology	3
EDU	144	Child Development I	3	COE	121	Co-Op Work Experience II***	1
EDU	146	Child Guidance	3			Social/Behavioral Science Elective	3
			17			Humanities/Fine Arts Elective****	3
<b>Spring Semester First Year</b>							19
CIS	110	Introduction to Computers <b>or</b>	3				
CIS	111	Basic PC Literacy	2				
ENG	112	Argument-Based Research <b>or</b>	3				
COM	120	Intro to Interpersonal Comm.					
EDU	145	Child Development II	3				
EDU	151	Creative Activities	3				
EDU	280	Language and Literacy	3				
COE	111	Co-Op Work Experience I* <b>or</b>	1				
EDU	184	Early Child Intro Pract	2				
		Science or Math Elective**	3				
			18-20				

After completing the first three semesters, students will choose a track for the fourth semester to earn a degree in a specialized area. After completing the degree, students may continue to enroll in an additional track and earn a certificate in another specialized area.

<b>Track 1 Early Childhood Curriculum (A55220EC)</b>				<b>Credit</b>					<b>Credit</b>
EDU	234	Infant, Toddlers, Two	3		EDU	284	Early Childhood Capstone	4	
EDU	251	Exploration Activities	3					14	
EDU	251A	Exploration Activities Lab	1						
EDU	282	Early Childhood Literature	3						
									<b>68-70</b>
<b>Track 2 Special Education (A55220SE)</b> <th><b>Credit</b></th> <th colspan="4"></th> <th><b>Credit</b></th>				<b>Credit</b>					<b>Credit</b>
EDU	154	Social Emotional / Behav Dev	3		EDU	284	Early Childhood Capstone	4	
EDU	247	Sensory and Physical Disability	3					16	
EDU	248	Developmental Delays	3						
EDU	282	Early Childhood Literature	3						
									<b>70-72</b>

<b>Track 3 Administration (A55220AD)</b>			<b>Credit</b>		<b>Credit</b>
EDU 261	Early Childhood Administration I	3		Choose one from: BUS 135, BUS 137, BUS 139, BUS 153, BUS 240	<u>3</u>
EDU 262	Early Childhood Administration II	3			
EDU 284	Early Childhood Capstone	4			13
<b>Total Hours</b>					<b>67-69</b>

<b>Track 4 College Transfer (A55220CT)</b>			<b>Credit</b>		<b>Credit</b>
EDU 284	Early Childhood Capstone	4		General Education Elective	<u>3</u>
	General Education Elective	3			16
	General Education Elective	3			
	General Education Elective	3			
<b>Total Hours</b>					<b>70-72</b>

*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131, 211, or 221. Second option - students may take one two-hour Co-Op to meet this requirement. The following course number may be used COE 112.*

*\*\*Students must make a satisfactory score on the entry placement test or pass DMA 050*

*\*\*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 131, 211 or 221.*

*\*\*\*\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.*

**AWARD: Associate in Applied Science Degree**

## **EARLY CHILDHOOD EDUCATION - C55220**

### **Certificate - EARLY CHILDHOOD / CDA CERTIFICATE**

#### **Course Requirements**

		<b>Credit</b>			<b>Credit</b>
EDU 119	Introduction to Early Child Education	4	EDU 145	Child Development II	3
EDU 131	Child, Family and Community	3	EDU 153	Health, Safety and Nutrition	3
EDU 146	Child Guidance	<u>3</u>	EDU 184	Early Child Intro Practicum	<u>2</u>
		10			8
<b>Total Hours</b>					<b>18</b>

**AWARD: Certificate**



## INFANT TODDLER CARE/CDA - C55290

### Certificate

The Infant/Toddler Care curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with young children under the supervision of qualified teachers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with parents and children; design an implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

### Course Requirements

			<i>Credit</i>				<i>Credit</i>
EDU	119	Introduction to Early Child Education	4	EDU	153	Health, Safety and Nutrition	3
EDU	131	Child, Family and Community	3	EDU	184	Early Child Intro Practicum	2
EDU	144	Child Development I	3	EDU	234	Infants, Toddlers, and Twos	3
			10				8
				<b>Total Hours</b>			<b>18</b>

**AWARD: Certificate**

## EMERGENCY MEDICAL SCIENCE

The Emergency Medical Science curriculum is designed to prepare graduates to enter the workforce as paramedics. Additionally, the program can provide an Associate Degree for individuals desiring an opportunity for career enhancement.

The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies.

Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

### Program Learning Outcomes:

Graduates of the WCC Emergency Medical Service Program will:

- Outcomes TBD

## EMERGENCY MEDICAL SCIENCE - A45340

### Associate Degree

#### Course Requirements

<i>Fall Semester First Year</i>				<i>Fall Semester Second Year</i>					
			<i>Clinical</i>	<i>Credit</i>			<i>Clinical</i>	<i>Credit</i>	
ACA	115	Success and Study Skills	0	1	EMS	220	Cardiology	0	4
BIO	165	Anatomy and Physiology I	0	4	EMS	231	EMS Clinical Practicum III	9	3
EMS	110	EMT - Basic	0	7	EMS	250	Advanced Medical Emergencies	0	3
EMS	150	Emerg Vehicles and EMS Comm	0	2	EMS	260	Advanced Trauma Emergencies	0	2
ENG	111	Expository Writing	0	3	HUM		Humanities/Fine Arts Elective*	0	3
PSY	150	General Psychology	0	3				9	15
			0	20					
<i>Spring Semester First Year</i>				<i>Spring Semester Second Year</i>					
BIO	166	Anatomy and Physiology II	0	4	EMS	240	Special Needs Patients	0	2
EMS	120	Intermediate Intervention	0	3	EMS	241	EMS Clinical Practicum IV	9	3
EMS	121	EMS Clinical Practicum I	6	2	EMS	270	Life Span Emergencies	0	3
EMS	130	Pharmacology I for EMS	0	2	EMS	285	EMS Capstone	0	2
EMS	131	Advanced Airway Management	0	2	COM	120	Introduction to Interpersonal Communication	0	3
EMS	140	Rescue Scene Management	0	2				9	13
			6	15					
					<b>Total Hours</b>				<b>70</b>
<i>Summer Term First Year</i>									
EMS	210	Advanced Patient Assessment	0	2					
EMS	221	EMS Clinical Practicum II	9	3					
EMS	230	Pharmacology II for EMS	0	2					
			9	7					

\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

**AWARD: Associate in Applied Science Degree**

## **Engineering and Technology: Applied, Automation, Mechatronics Engineering Technology**

These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

**Applied Engineering Technology:** A course of study that prepares students to use basic engineering principles and technical skills to solve technical problems in various types of industry. The course work emphasizes analytical and problem-solving skills. The curriculum includes courses in safety, math, physics, electricity, engineering technology, and technology-specific specialty areas. Graduates should qualify for employment in a wide range of positions in research and development, manufacturing, sales, design, inspection, or maintenance. Employment opportunities exist in automation, computer, electrical, industrial, or mechanical engineering fields, where graduates will function as engineering technicians.

### **Disciplines of Study in Applied Engineering Technology include:**

- |  |          |
|--|----------|
| • CNC Machining Technology               | A40130CN |
| • Computer Engineering Technology        | A40130CE |
| • Electronics Engineering Technology     | A40130EE |
| • Industrial Systems Technology          | A40130IS |
| • Machining and Maintenance Technology   | A40130MM |
| • Mechanical Design Technology           | A40130DD |
| • Robotics, Automation, and Mechatronics | A40130RM |

### **Program Learning Outcomes:**

- Evaluate and assess industrial work environments and practices to ensure compliance with relevant safety standards.
- Design, construct and troubleshoot electrical circuits for applications including control systems, communications, signal processing and computer networks.
- Design, construct and troubleshoot hydraulic, pneumatic and mechanical systems .
- Utilize mechanical drawings and CAD software to communicate technical information.
- Articulate and defend technical solutions to diverse audiences using mathematics and oral and written communication.
- Diagnose, repair, and maintain equipment and processes within their area of specialization.

### **2+2 Transfer Opportunities:**

University of North Carolina at Charlotte

Western Carolina University

## APPLIED ENGINEERING TECHNOLOGY - A40130CN

### SPECIALTY - CNC MACHINING TECHNOLOGY

The CNC Machining Technology curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product. Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

#### Associate Degree

#### Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Summer Semester</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	ELC	117	Motors and Controls <b>or</b>	4		
MEC	111	Machine Processes I**	3	ELC	128	Introduction to PLCs	3		
EGR	111	Engineer Comp and Careers	3						
EGR	125	Applied Software for Technicians**	2	<b><i>Fall Semester Second Year</i></b>				<b><i>Credit</i></b>	
ENG	111	Expository Writing <b>or</b>	3	MAT	121	Algebra/Trigonometry	3		
ENG	110	Freshman Composition		MAC	122	CNC Turning**	2		
ISC	112	Industrial Safety	2	DFT	121	Intro to GD&T**	2		
BPR	111	Print Reading**	2	DFT	119	Basic CAD	2		
				MEC	231	Computer Aided Manuf. I	3		
				HUM	110	Technology and Society	3		
				ATR	112	Intro to Automation*	3		
<b><i>Spring Semester First Year</i></b>					<b><i>Spring Semester Second Year</i></b>				
HYD	110	Hydraulics/Pneumatics 1 <b>or</b>	3	PSY	118	Interpersonal Psychology	3		
MNT	165	Mechanical Ind. Systems	3	EGR	285	Design Project**	2		
ELC	131	DC/AC Circuit Analysis	4	MEC	232	Computer Aided Manuf. II**	3		
ELC	131A	Circuit Analysis Lab	1	MAC	124	CNC Milling**	2		
ENG	114	Prof Research & Reporting <b>or</b>	3	MAC	228	Advanced CNC Processes**	3		
ENG	11	Argument Based Research <b>or</b>		ISC	212	Metrology**	2		
ENG	116	Technical Report Writing <b>or</b>							
COM	231	Public Speaking	3	<b>Total Required Core Hours</b>				<b>66</b>	
MAC	121	Intro to CNC**	2	<b>Total Required Specialty Hours for Diploma</b>				<b>36</b>	
MEC	112	Machine Processes II**	3	<b>Total Req. Specialty Hours for Certificate ONLY</b>				<b>12</b>	
				<b>Total Required Semester Hours for AAS</b>				<b>68</b>	

\* *Specialty Major Hours-Select ONE course from the following:*

*ATR 112, CET 110, ELN 131, ISC 129, MEC 110, PCI 150*

\* *Specialty Major Hours-Choose a minimum of 25 hours from a list.*

\*\*\**Foreign Language courses may not be used as a humanities/fine arts elective for this program of study.*

**AWARD: Associate in Applied Science Degree**

## APPLIED ENGINEERING TECHNOLOGY - D40130CN

### Diploma - CNC MACHINING TECHNOLOGY

#### Course Requirements

				<i>Credit</i>					<i>Credit</i>
MEC	111	Machine Processes I	3	HYD	110	Hydraulics/Pneumatics I	3		
ACA	115	Success and Study Skills	1	ELC	131	DC/AC Circuit Analysis	4		
EGR	125	Applied Software for Technicians	2	ELC	131A	DC/AC Circuit Analysis Lab	1		
ENG	111	Expository Writing <b>or</b>	3	MAT	121	Algebra/Trigonometry	3		
ENG	110	Freshman Composition		MAC	124	CNC Milling	2		
ISC	112	Industrial Safety	2	DFT	121	Intro to GD&T	2		
ATR	112	Intro to Automation	3	MEC	231	Computer Aided Manuf.I	3		
MAC	122	CNC Turning	2	MEC	112	Machine Processes II**	3		
BPR	111	Print Reading	2						
<b>Total Required Core Hours</b>							<b>39/40</b>		

**AWARD: Diploma**

## APPLIED ENGINEERING TECHNOLOGY - C40130BC

### Certificate - LEVEL I CNC MACHINING

#### Course Requirements

				<i>Credit</i>
MEC	111	Machine Processes I	3	
MEC	112	Machine Processes II	3	
MAC	121	Intro to CNC	2	
DFT	121	Intro to GD&T	2	
BPR	121	Print Reading: Mech	2	
BPR	111	Print Reading	2	
<b>Total Required Core Hours</b>			<b>14</b>	

**AWARD: Certificate**

## APPLIED ENGINEERING TECHNOLOGY- C40130AC

### Certificate - LEVEL II CNC MACHINING

#### Course Requirements

				<i>Credit</i>
MEC	111	Machine Processes I	3	
MAC	124	CNC Milling	2	
MAC	122	CNC Turning	2	
DFT	119	Basic CAD	2	
MEC	231	Computer Aided Manuf. I	3	
<b>Total Required Core Hours</b>			<b>12</b>	

**AWARD: Certificate**

# **APPLIED ENGINEERING TECHNOLOGY - A40130CE**

## **SPECIALTY -COMPUTER ENGINEERING TECHNOLOGY**

A course of study that prepares the students to use basic engineering principles and technical skills for installing, servicing, and maintaining computers, peripherals, networks, and microprocessor and computer controlled equipment. Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

### **Associate Degree**

#### **Course Requirements**

<b>Fall Semester First Year</b>				<b>Fall Semester Second Year</b>				
			<b>Credit</b>				<b>Credit</b>	
ACA	115	Success and Study Skills	1	MAT	121	Algebra/Trigonometry	3	
DFT	119	Basic CAD	2	ELC	228	PLC Applications**	4	
EGR	111	Engineer Comp and Careers	3	CET	111	Computer Upgrade / Repair I**	3	
EGR	125	Applied Software for Technicians**	2	CSC	139	Visual Basic**	3	
ENG	111	Expository Writing <b>or</b>	3	ATR	215	Sensors and Transducers**	3	
ENG	110	Freshman Composition						
ISC	112	Industrial Safety	2	<b>Spring Semester Second Year</b>				
HUM	110	Technology & Society	3	PSY	118	Interpersonal Psychology	3	
<b>Spring Semester First Year</b>				EGR	285	Design Project**	2	
HYD	110	Hydraulics/Pneumatics 1 <b>or</b>	3	CET	211	Computer Upgrade / Repair 2**	3	
MNT	165	Mechanical Ind. Systems		BUS	139	Entrepreneurship**	3	
ELC	131	DC/AC Circuit Analysis	4	ELN	235	Data Comm Systems**	4	
ELC	131A	Circuit Analysis Lab	1	NET	113	Home Automation Systems	3	
ENG	114	Prof Research & Reporting <b>or</b>	3	<b>Total Required Core Hours</b>				<b>72</b>
ENG	116	Technical Report Writing <b>or</b>		<b>Total Required Specialty Hours for Diploma</b>				<b>36</b>
COM	231	Public Speaking		<b>Total Req. Specialty Hours for Certificate ONLY</b>				<b>12</b>
ELN	133	Digital Electronics**	4	<b>Total Required Semester Hours for AAS</b>				<b>68</b>
<b>Summer Semester</b>								
ELC	128	Introduction to PLCs	3					
ELN	131	Semiconductor Appl***	4					

*Specialty Major Hours--Select ONE course from the following:*

*ATR 112, CET 110, ELN 131, ISC 129, MEC 110, PCI 150*

*\* \*Specialty Major Hours--Choose a minimum of 25 hours from a list.*

*\*\*\*Foreign Language courses may not be used as a humanities/fine arts elective for this program of study.*

**AWARD: Associate in Applied Science Degree**

## APPLIED ENGINEERING TECHNOLOGY - D40130CE

### Diploma - COMPUTER ENGINEERING TECHNOLOGY

#### Course Requirements

				<i>Credit</i>					<i>Credit</i>
ACA	115	Success and Study Skills	1	ELC	131	DC/AC Circuit Analysis	4		
DFT	119	Basic CAD	2	ELC	131A	DC/AC Circuit Analysis Lab	1		
EGR	111	Engineer Comp and Careers	3	CET	211	Computer Upgrade/Repair 2**	3		
ENG	111	Expository Writing <b>or</b>	3						
ENG	110	Freshman Composition		NET	113	Home Automation Systems**	3		
ISC	112	Industrial Safety	2	ELN	133	Digital Electronics**	4		
CET	111	Computer Upgrade/Repair 1**	3	ELC	128	Introduction to PLCs	3		
MAT	121	Algebra/Trigonometry	3	ELN	131	Semiconductor Appl**	4		
HYD	110	Hydraulics/Pneumatics 1	3						
							<b>Total Required Core Hours</b>	<b>42</b>	
							<b>Total Required Specialty Hours for Diploma</b>	<b>36</b>	

**AWARD: Diploma**

## APPLIED ENGINEERING TECHNOLOGY - C40130CR

### Certificate - COMPUTER REPAIR TECHNICIAN

#### Course Requirements

				<i>Credit</i>					<i>Credit</i>
CET	111	Computer Upgrade / Repair I	3	ELC	131A	DC/AC Circuit Analysis Lab	1		
NET	113	Home Automation Systems	3	ELN	133	Digital Electronics	4		
ELC	131	DC/AC Circuit Analysis	4						
							<b>Total Required Core Hours</b>	<b>15</b>	

**AWARD: Certificate**

## APPLIED ENGINEERING TECHNOLOGY- C40130HA

### Certificate - HOME AUTOMATION

#### Course Requirements

<i>Fall Semester</i>				<i>Credit</i>
ELC	128	Introduction to PLCs	3	
NET	113	Home Automation Systems	3	
ELN	131	Semi-Conductor Apps	4	
ELN	133	Digital Electronics	4	
<b>Total Required Core Hours</b>			<b>14</b>	

**AWARD: Certificate**

## APPLIED ENGINEERING TECHNOLOGY - A40130EE

### SPECIALTY -ELECTRONICS ENGINEERING TECHNOLOGY

A course of study that prepares the students to apply basic engineering principles and technical skills to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems. Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

### Associate Degree

#### Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	MAT	121	Algebra/Trigonometry	3		
DFT	119	Basic CAD	2	ELN	152	Fabrication Techniques	2		
EGR	111	Engineer Comp and Careers	3	ELN	229	Industrial Electronics**	4		
EGR	125	Applied Software for Technicians**	2	ELN	135	Electronic Circuits**	4		
ENG	111	Expository Writing <b>or</b>	3	HUM	110	Technology & Society	3		
ENG	110	Freshman Composition		<i>Spring Semester Second Year</i>					
ISC	112	Industrial Safety	2	PSY	118	Interpersonal Psychology	3		
ELC	126	Electrical Computations	3	EGR	285	Design Project**	2		
<i>Spring Semester First Year</i>					ELN	235	Data Comm Systems**	3	
HYD	110	Hydraulics/Pneumatics 1 <b>or</b>	3	BUS	139	Entrepreneurship**	3		
MNT	165	Mechanical Ind. Systems		ELN	275	Troubleshooting**	2		
ELC	131	DC/AC Circuit Analysis	4	ISC	128	Industrial Leadership	2		
ELC	131A	Circuit Analysis Lab	1	<b>Total Required Core Hours</b>				<b>74</b>	
ENG	114	Prof Research & Reporting <b>or</b>	3	<b>Total Required Specialty Hours for Diploma</b>				<b>36</b>	
ENG	116	Technical Report Writing <b>or</b>		<b>Total Req. Specialty Hours for Certificate ONLY</b>				<b>12</b>	
COM	231	Public Speaking		<b>Total Required Semester Hours for AAS</b>				<b>68</b>	
ELN	133	Digital Electronics**	4						
<i>Summer Semester</i>									
ELC	117	Motors and Controls <b>or</b>	4						
ELC	128	Introduction to PLCs	3						
ELN	131	Semiconductor Appl**	4						

*Specialty Major Hours—Select ONE course from the following:*

*ATR 112, CET 110, ELN 131, ISC 129, MEC 110, PCI 150*

*\* \*Specialty Major Hours—Choose a minimum of 25 hours from a list.*

*\*\*\*Foreign Language courses may not be used as a humanities/fine arts elective for this program of study.*

**AWARD: Associate in Applied Science Degree**



**APPLIED ENGINEERING TECHNOLOGY - D40130EE**  
**Diploma - ELECTRONICS ENGINEERING TECHNOLOGY**  
**Course Requirements**

				<i>Credit</i>					<i>Credit</i>
ACA	115	Success and Study Skills	1	ELN	133	Digital Electronics	4		
NET	113	Home Automation Systems	3	ELN	131	Semiconductor Appl	4		
EGR	120	Engineering & Graphics	3	MAT	121	Algebra/Trigonometry	3		
ELC	131	DC/AC Circuit Analysis	4	ELN	152	Fabrication Techniques	2		
ELC	131A	DC/AC Circuit Analysis Lab	1	ELN	235	Data Communications Systems	4		
ENG	111	Expository Writing <b>or</b>	3						
ENG	110	Freshman Composition							
ISC	112	Industrial Safety	2	<b>Total Required Specialty Hours</b>					<b>36</b>
ISC	128	Industrial Leadership	2						

**AWARD: Diploma**

**APPLIED ENGINEERING TECHNOLOGY - C40130E1**  
**Certificate - LEVEL I ELECTRONICS TECHNOLOGY**  
**Course Requirements**

				<i>Credit</i>
EGR	120	Engineering & Graphics	3	
ELC	131	DC/AC Circuit Analysis	4	
ELC	131A	DC/AC Circuit Analysis Lab	1	
ISC	112	Industrial Safety	2	
ELN	133	Digital Electronics	4	
<b>Total Required Hours</b>			<b>14</b>	

**AWARD: Certificate**

**APPLIED ENGINEERING TECHNOLOGY - C40130E2**  
**Certificate - LEVEL II ELECTRONICS TECHNOLOGY**  
**Course Requirements**

				<i>Credit</i>
ELC	128	Introduction to PLC	3	
ELN	131	Semi-Conductor Apps	4	
ELN	235	Data Communications Systems	4	
ISC	112	Industrial Safety	2	
NET	113	Home Automation Systems	3	
<b>Total Required Hours</b>			<b>16</b>	

**AWARD: Certificate**

## APPLIED ENGINEERING TECHNOLOGY - A40130IS SPECIALTY - INDUSTRIAL SYSTEMS TECHNOLOGY

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems. Students will learn multi-craft technical skills in print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered. Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

### Associate Degree

#### Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Summer Semester</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	AHR	110	Intro to Refrigeration	5
MEC	111	Machine Processes I**	3				
EGR	111	Engineer Comp and Careers	3	<i>Fall Semester Second Year</i>			
EGR	125	Applied Software for Technicians**	2	MAT	121	Algebra/Trigonometry	3
ENG	111	Expository Writing <b>or</b>	3	MAC	122	CNC Turning**	2
ENG	110	Freshman Composition		ELC	113	Basic Wiring I**	4
ISC	112	Industrial Safety	2	ELN	131	Semi-Conductor Applications**	4
EGR	120	Eng and Design Graphics** <b>or</b>	3	DFT	119	Basic CAD	2
BPR	111	Blueprint Reading**	2	HUM	110	Technology & Society	3
MNT	165	Mechanical Industrial Systems	2				
				<i>Spring Semester Second Year</i>			
<i>Spring Semester First Year</i>				PSY	118	Interpersonal Psychology	3
HYD	110	Hydraulics/Pneumatics 1	3	EGR	285	Design Project** <b>or</b>	2
ELC	131	DC/AC Circuit Analysis	4	MNT	240	Ind Eq Troubleshooting**	
ELC	131A	Circuit Analysis Lab	1	ELC	128	Intro to PLCs**	3
ENG	114	Prof Research & Reporting <b>or</b>	3	MAC	124	CNC Milling**	2
ENG	116	Technical Report Writing <b>or</b>		ELC	117	Motors and Controls**	4
COM	231	Public Speaking		WLD	112	Basic Welding Processes** <b>or</b>	2
MAC	121	Intro to CNC**	2	MEC	110	CAD/CAM	
MEC	112	Machine Processes II**	3				
Total Required Core Hours							<b>73</b>
Total Required Specialty Hours for Diploma							<b>36</b>
Total Req. Specialty Hours for Certificate ONLY							<b>12</b>
Total Required Semester Hours for AAS							<b>68</b>

*Specialty Major Hours—Select ONE course from the following:*

*ATR 112, CET 110, ELN 131, ISC 129, MEC 110, PCI 150*

*\* \*\*Specialty Major Hours—Choose a minimum of 25 hours from a list.*

*\*\*\*Foreign Language courses may not be used as a humanities/fine arts elective for this program of study.*

**AWARD: Associate in Applied Science Degree**

## APPLIED ENGINEERING TECHNOLOGY - A40130MM SPECIALTY - MACHINING AND MAINTENANCE TECHNOLOGY

This program provides the necessary foundational skills required for entry level machinists and maintenance technicians. It is intended for those seeking careers in equipment maintenance, engineering, machining, and design technology fields within an industrial or commercial setting. Instruction includes theory and skills training needed for inspection, testing, troubleshooting, and diagnosing machining and maintenance systems. Students will learn basic technical skills in print reading, mechanical systems, maintenance, control systems, electronics, hydraulics/pneumatics, welding, machining CAD/CAM, CNC, PLC, and automation as well as new and evolving technologies related to the field. Upon completion, students can enter the workforce and/or choose to enroll in an engineering technology 2+2 transfer program in one of our partner universities.

### Associate Degree

#### Course Requirements

<i>Fall Semester First Year</i>				<i>Fall Semester Second Year</i>			
			<i>Credit</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	MAT	121	Algebra/Trigonometry	3
DFT	119	Basic CAD	2	MAC	122	CNC Turning**	2
EGR	111	Engineer Comp and Careers	3	ELC	113	Basic Wiring1**	4
EGR	125	Applied Software for Technicians	2	MEC	112	Machine Processes II**	3
ENG	111	Expository Writing <b>or</b>	3	ELN	237	Local Area Networks**	3
ENG	110	Freshman Composition		HUM	110	Technology & Society	3
ISC	112	Industrial Safety	2	<b><i>Spring Semester Second Year</i></b>			
EGR	120	Eng and Design Graphics	3	PSY	118	Interpersonal Psychology	3
<b><i>Spring Semester First Year</i></b>				EGR	285	Design Project** <b>or</b>	2
HYD	110	Hydraulics/Pneumatics 1 <b>or</b>	3	MNT	240	Ind Eq Troubleshooting**	
MNT	165	Mechanical Ind. Systems		MEC	110	Intro to CAD/CAM**	2
ELC	131	DC/AC Circuit Analysis*	4	MAC	124	CNC Milling**	2
ELC	131A	Circuit Analysis Lab	1	ELC	117	Motors and Controls**	4
ENG	114	Prof Research & Reporting <b>or</b>	3	ISC	212	Intro to Metrology**	2
ENG	116	Technical Report Writing <b>or</b>		WLD	112	Basic Welding Processes** <b>or</b>	2
COM	231	Public Speaking		<b>Total Required Core Hours</b>			<b>75</b>
MNT	111	Intro to Maintenance**	2	<b>Total Required Specialty Hours for Diploma</b>			<b>36</b>
MAC	121	Intro to CNC**	2	<b>Total Req. Specialty Hours for Certificate ONLY</b>			<b>12</b>
MEC	112	Machine Processes I**	3	<b>Total Required Semester Hours for AAS</b>			<b>68</b>
<b><i>Summer Semester</i></b>							
ELC	117	Motors and Controls <b>or</b>	4				
ELC	128	Introduction to PLCs	3				
ELN	131	Semiconductor Appl**	4				

*Specialty Major Hours—Select ONE course from the following:*

*ATR 112, CET 110, ELN 131, ISC 129, MEC 110, PCI 150*

*\* \*\*Specialty Major Hours—Choose a minimum of 25 hours from a list.*

*\*\*\*Foreign Language courses may not be used as a humanities/fine arts elective for this program of study.*

**AWARD: Associate in Applied Science Degree**

**APPLIED ENGINEERING TECHNOLOGY - D40130MM**  
**Diploma - MACHINING AND MAINTENANCE TECHNOLOGY**  
**Course Requirements**

				<i>Credit</i>					<i>Credit</i>
ACA	115	Success and Study Skills	1	ENG	111	Expository Writing <b>or</b>	3		
DFT	119	Basic CAD	2	ENG	110	Freshman Composition			
BPR	111	Blueprint Reading	2	ELN	131	Semi-Conductor Apps	4		
ELC	117	Motors and Controls	4	ELN	237	Local Area Networks	3		
ELC	118	National Electric Code	2	ISC	112	Industrial Safety	2		
ELC	131	DC/AC Circuit Analysis	5	MAT	121	Algebra/Trigonometry	3		
MNT	110	Intro to Maintenance Procedures	2	MEC	110	Intro to CAD/CAM	2		
				MEC	111	Machine Processes I	3		
<b>Total Required Hours</b>							<b>36</b>		

**AWARD: Diploma**

**APPLIED ENGINEERING TECHNOLOGY - C40130MM**  
**Certificate - MACHINING AND MAINTENANCE TECHNOLOGY**  
**Course Requirements**

				<i>Credit</i>
DFT	119	Basic CAD	2	
ELC	131	DC/AC Circuit Analysis	4	
ELC	117	Motors and Controls	4	
ISC	112	Industrial Safety	2	
MNT	110	Intro to Maintenance Procedures	2	
MEC	111	Machine Processes I	3	
<b>Total Required Hours</b>			<b>14</b>	

**AWARD: Certificate**

## APPLIED ENGINEERING TECHNOLOGY - A40130DD

### SPECIALTY - MECHANICAL DESIGN TECHNOLOGY

A course of study that prepares the students to apply technical skills and advanced computer software and hardware to develop plans and related documentation, and manage the hardware and software of a CAD system. Graduates should qualify for CAD jobs in mechanical manufacturing, engineering consulting firms and industrial design businesses.

#### Associate Degree

#### Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills		1	MAT	121	Algebra/Trigonometry		3
DFT	119	Basic CAD		2	DFT	154	Intro to Solid Modeling**		3
EGR	111	Engineer Comp and Careers		3	DFT	121	Intro to GD&T**		2
EGR	125	Applied Software for Technicians**		2	CSC	139	Visual Basic**		3
ENG	111	Expository Writing <b>or</b>		3	ATR	112	Intro to Automation*		3
ENG	110	Freshman Composition			HUM	110	Technology & Society		3
ISC	112	Industrial Safety		2	<i>Spring Semester Second Year</i>				
MEC	161	Manufacturing Processes I**		3	PSY	118	Interpersonal Psychology		3
MEC	161A	Manufacturing Processes I Lab**		3	EGR	285	Design Project**		2
<i>Spring Semester First Year</i>					DFT	254	Intermediate Solid Model/Rendering*		3
HYD	110	Hydraulics/Pneumatics I		3	MEC	251	Statics**		3
ELC	131	DC/AC Circuit Analysis		4	DFT	189	Emerging Tech in CAD**		2
ELC	131A	DC/AC Circuit Analysis Lab		1	ISC	212	Metrology**		2
ENG	114	Prof Research & Reporting <b>or</b>		3	Total Required Core Hours <b>69/71</b>				
ENG	116	Technical Report Writing <b>or</b>			Total Required Specialty Hours for Diploma <b>36</b>				
COM	231	Public Speaking			Total Req. Specialty Hours for Certificate ONLY <b>12</b>				
MEC	180	Engineering Materials**		3	Total Required Semester Hours for AAS <b>68</b>				
MEC	130	Mechanisms**		3					
<i>Summer Semester</i>									
ELC	117	Motors and Controls <b>or</b>		4					
ELC	128	Introduction to PLCs <b>or</b>		3					
MNT	165	Mechanical Industrial Systems		2					

*Specialty Major Hours—Select ONE course from the following:*

*ATR 112, CET 110, ELN 131, ISC 129, MEC 110, PCI 150*

*\* \*\*Specialty Major Hours—Choose a minimum of 25 hours from a list.*

*\*\*\*Foreign Language courses may not be used as a humanities/fine arts elective for this program of study.*

**AWARD: Associate in Applied Science Degree**

## **APPLIED ENGINEERING TECHNOLOGY - D40130DD**

### **Diploma - MECHANICAL DESIGN TECHNOLOGY**

#### **Course Requirements**

				<i>Credit</i>			
ACA	115	Success and Study Skills	1	HYD	110	Hydraulics/Pneumatics I	3
DFT	119	Basic CAD	2	ELC	131	DC/AC Circuit Analysis	4
EGR	125	Applied Software for Technicians	2	ELC	131A	DC/AC Circuit Analysis Lab	1
ENG	111	Expository Writing <b>or</b>	3	MEC	180	Engineering Materials	3
ENG	110	Freshman Composition		MEC	130	Mechanisms	2
ISC	112	Industrial Safety	2	DFT	254	Intermediate Solid Model/Rendering	3
DFT	121	Intro to GD&T	2	ISC	212	Metrology	2
DFT	154	Intro to Solid Modeling	3	<b>Total Required Core Hours</b>			<b>37</b>
MAT	121	Algebra/Trigonometry	3				

**AWARD: Diploma**

## **APPLIED ENGINEERING TECHNOLOGY - C40130DD**

### **Certificate - MECHANICAL DESIGN TECHNOLOGY**

#### **Course Requirements**

				<i>Credit</i>			
DFT	119	Basic CAD	2				
DFT	154	Intro to Solid Modeling	3				
MEC	180	Engineering Materials	3				
MEC	130	Mechanisms	2				
HYD	110	Hydraulics & Pneumatics	3				
ISC	212	Metrology	2				
<b>Total Required Core Hours</b>			<b>15</b>				

**AWARD: Certificate**

## APPLIED ENGINEERING TECHNOLOGY - A40130RM

### SPECIALTY - ROBOTICS, AUTOMATION, AND MECHATRONICS TECHNOLOGY

A course of study that prepares the students to use basic engineering principles and technical skills to develop, install, calibrate, modify and maintain automated systems. Includes instruction in computer systems; electronics and instrumentation; programmable logic controllers (PLCs); electric, hydraulic and pneumatic control systems; actuator and sensor systems; process control; robotics; applications to specific industrial tasks. The graduates of this curriculum will be prepared for employment in industries that utilize control systems, computer hardware and software, electrical, mechanical and electromechanical devices in their automation systems.

### Associate Degree

#### Course Requirements

<i>Fall Semester First Year</i>				<i>Summer Semester</i>			
			<i>Credit</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	ELC	128	Introduction to PLCs	3
DFT	119	Basic CAD	2	ELN	131	Semiconductor Appl**	4
EGR	111	Engineer Comp and Careers	3				
EGR	125	Applied Software for Technicians**	2	<b><i>Fall Semester Second Year</i></b>			
ENG	111	Expository Writing <b>or</b>	3	MAT	121	Algebra/Trigonometry	3
ENG	110	Freshman Composition		ELC	228	PLC Applications**	4
ISC	112	Industrial Safety	2	ATR	112	Intro to Automation*	3
HUM	110	Technology & Society	3	ATR	215	Sensors and Transducers**	3
				<b><i>Spring Semester Second Year</i></b>			
				PSY	118	Interpersonal Psychology	3
HYD	110	Hydraulics/Pneumatics I <b>or</b>	3	EGR	285	Design Project**	2
MNT	165	Mechanical Industrial Systems	2	ATR	211	Robot Programing**	3
ELC	131	DC/AC Circuit Analysis	4	ATR	219	Auto Sys Troubleshooting**	2
ELC	131A	DC/AC Circuit Analysis Lab	1	ATR	281	Automation Robotics**	4
ENG	114	Prof Research & Reporting <b>or</b>	3				
ENG	116	Technical Report Writing <b>or</b>		Total Required Core Hours			<b>74</b>
COM	231	Public Speaking		Total Required Specialty Hours for Diploma			<b>36</b>
ELN	133	Digital Electronics**	4	Total Req. Specialty Hours for Certificate ONLY			<b>12</b>
ELC	117	Motors and Controls**	4	Total Required Semester Hours for AAS			<b>68</b>

*Specialty Major Hours—Select ONE course from the following:*

*ATR 112, CET 110, ELN 131, ISC 129, MEC 110, PCI 150*

*\* \*\*Specialty Major Hours—Choose a minimum of 25 hours from a list.*

*\*\*\*Foreign Language courses may not be used as a humanities/fine arts elective for this program of study.*

**AWARD: Associate in Applied Science Degree**

**APPLIED ENGINEERING TECHNOLOGY - D40130RM**  
**Diploma-ROBOTICS, AUTOMATION AND MECHATRONICS TECHNOLOGY**  
**Course Requirements**

				<i>Credit</i>					<i>Credit</i>
ACA	115	Success and Study Skills	1	ELC	131A	DC/AC Circuit Analysis Lab	1		
EGR	111	Eng Comp and Careers	3	ELN	131	Semiconductor Apps	4		
DFT	119	Basic CAD	2	ELN	133	Digital Electronics	4		
MAT	121	Algebra/Trigonometry	3	ELC	128	Introduction to PLCs	3		
HYD	110	Hydraulics and Pneumatics	3	ATR	215	Sensors and Transducers	3		
ENG	111	Expository Writing <b>or</b>	3	ATR	211	Robot Programming	3		
ENG	110	Freshman Composition		ATR	219	Auto Sys Troubleshooting	2		
ISC	112	Industrial Safety	2						
ELC	131	DC/AC Circuit Analysis	4	<b>Total Required Core Hours</b>				<b>41</b>	

**AWARD: Diploma**

**APPLIED ENGINEERING TECHNOLOGY - C40130RM**  
**Certificate-ROBOTICS, AUTOMATION AND MECHATRONICS TECHNOLOGY -**  
**Course Requirements**

				<i>Credit</i>
ISC	112	Industrial Safety	2	
ELC	131	DC/AC Circuit Analysis	4	
ELC	131A	DC/AC Circuit Analysis Lab	1	
ELN	133	Digital Electronics	4	
ELC	117	Motors and Controls	4	
<b>Total Required Core Hours</b>			<b>15</b>	

**AWARD: Certificate**



## GENERAL OCCUPATIONAL TECHNOLOGY

In order for any student to be placed into this program of study, documentation must be completed with Student Services prior to registration.

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses (100-189 or 200-289) offered by the college.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry level employment opportunities.

### Program Learning Outcomes:

- TBD

## GENERAL OCCUPATIONAL TECHNOLOGY - A55280

### Associate Degree

The General Occupational Technology Program is awarded to students who complete 64 semester hours of credit in courses which are part of Associate in Applied Science Degree programs: (1) if the courses taken do not fulfill the requirements for any of the AAS degree programs offered by the college, (2) if students select this degree program in preference to another degree program, or (3) if students are awaiting admission to limited enrollment programs. (AA, AFA and AS courses may also be applied toward this degree.)

### Course Requirements

<i>General Education Courses</i>	<i>Credit</i>	<i>Major Courses</i>	<i>Credit</i>
ENG 111 and ENG 112 or 113 or 114	6	Courses selected from core requirements of associate degree-level curriculum programs offered at the college.	(49-60)
Elective: Humanities/Fine Arts	3		
Elective: Natural Science/Mathematics	3	ACA 115 College Student Success	<u>1</u>
Elective: Social/Behavioral Sciences	3	<b>Total Hours:</b>	<b>65-76</b>

*\*If science option is elected, students must make a satisfactory score on the entry placement test or pass DMA 030. If electing mathematics, students may need to take DMA 050 before taking an additional mathematics course.*

**AWARD: Associate in Applied Science Degree**

## **HUMAN SERVICES TECHNOLOGY**

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

### **Program Learning Outcomes:**

- Graduates of the WCC Human Services Program will:
- Interview clients using appropriate interviewing skills and document interview accurately.
- Communicate effectively in writing and interpersonally with clients, service providers, and other professionals within a human services setting.
- Recognize crisis situations and apply knowledge of first aid/safety, crisis intervention, child abuse, substance abuse and children/adolescents in crisis to such situations while determining options for the client.
- Make appropriate client referrals to agencies within communities based upon knowledge of community resources.
- Work effectively as a team member in human services settings.
- Evaluate and apply relevant knowledge of human development, counseling, psychology, sociology and other quality research/information and research/compile additional information as needed.
- Select or develop activities for a variety of populations based upon knowledge of needs/characteristics and lead appropriate activities.
- Reason through human services issues with depth, breadth, and logic and apply ethical standards to process.

# HUMAN SERVICES TECHNOLOGY - A45380

## Associate Degree

### Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	HSE	123	Interviewing Techniques	3
CIS	110	Introduction to Computers	3	HSE	240	Issues in Client Services	3
ENG	111	Expository Writing	3	SAB	135	Addictive Process	3
HSE	110	Introduction to Human Services	3	SOC	220	Social Problems	3
HSE	112	Group Process I	2	COE	111	Co-Op Work Experience I	1
PSY	150	General Psychology	3	COE	115	Work Experience Seminar I	1
		Humanities/Fine Arts Elective*	3			Natural Science/Mathematics Elective**	3
			18				17
<i>Spring Semester First Year</i>				<i>Spring Semester Second Year</i>			
ENG	112	Argument-Based Research	3	GRO	120	Gerontology	3
HSE	145	Child Abuse and Neglect	3	HSE	125	Counseling	3
HSE	225	Crisis Intervention	3	HSE	210	Human Services Issues	2
PSY	241	Developmental Psychology	3	SOC	213	Sociology of the Family	3
SAB	110	Substance Abuse Overview	3	PSY	281	Abnormal Psychology	3
		Social/Behavioral Science Elective		COE	121	Co-Op Work Experience II	1
		(Recommend: SOC 210)	3	COE	125	Work Experience Seminar II	1
			18				16
				<b>Total Hours</b>			<b>69</b>

\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

\*\*If science option is elected, students must make a satisfactory score on the entry placement test or pass MAT 060 or DMA 010, DMA 020, and DMA 030. If electing mathematics, students may need to take MAT 070 or DMA 040 and DMA 050 before taking an additional mathematics course.

**AWARD: Associate in Applied Science Degree**

**HUMAN SERVICES TECHNOLOGY - D45380**  
**Diploma - HUMAN SERVICES TECHNOLOGY**  
**Course Requirements**

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Spring Semester Second Year</i>			<i>Credit</i>
HSE	110	Introduction to Human Services	3	HSE	145	Child Abuse and Neglect	3
HSE	112	Group Process I	2	PSY	241	Developmental Psychology	3
ACA	115	Success and Study Skills	1				6
			6				
<i>Spring Semester First Year</i>				<i>Fall Semester Third Year</i>			
SAB	110	Substance Abuse Overview	3	COE	115	Work Experience Seminar I	1
PSY	150	General Psychology	3	COE	111	Co-Op Work Experience I	1
			6				2
<i>Fall Semester Second Year</i>				<i>Spring Semester Third Year</i>			
ENG	111	Expository Writing	3	SOC	213	Sociology of the Family	3
HSE	123	Interviewing Techniques	3	COE	125	Work Experience Seminar II	1
CIS	110	Introduction to Computers	3	COE	121	Co-Op Work Experience II	1
			9	HSE	225	Crisis Intervention	3
						Social/Behavioral Science Elective	3
							11
				<b>Total Hours</b>			<b>40</b>

**AWARD: Diploma**

**HUMAN SERVICES TECHNOLOGY - C45380**  
**Certificate - HUMAN SERVICES TECHNOLOGY**  
**Course Requirements**

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
HSE	110	Introduction to Human Services	3	COE	115	Work Experience Seminar I	1
HSE	123	Interviewing Techniques	2	COE	111	Co-Op Work Experience I	1
			5	HSE	112	Group Process I	2
							4
<i>Spring Semester First Year</i>				<b>Total Hours</b>			<b>15</b>
HSE	145	Child Abuse and Neglect	3				
PSY	150	General Psychology	3				
			6				

**AWARD: Certificate**

## **MEDICAL ASSISTING**

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

### **Program Learning Outcomes:**

- Graduates of the WCC Medical Assisting Program will:
- Display professionalism by projecting a positive attitude, working as a team member, and showing initiative and responsibility.
- Practice in a legal and ethical manner upholding the five high principles of the AAMA's Code of Ethics.
- Demonstrate competence in the performance of administrative duties as outlined in the AAMA's DACUM for entry-level medical assistants.
- Demonstrate competence in the performance of clinical skills as outlined in the AAMA's DACUM for entry-level medical assistants.
- Pursue professional and nationally recognized credentialing certification, post graduation, by making application to the AAMA's credentialing board during externship.

Accreditation: The Wilkes Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon recommendation of the Medical Assisting Education Review Board (MAERB).

## MEDICAL ASSISTING - A45400

### Associate Degree

#### Course Requirements

<i>Fall Semester First Year</i>					<i>Fall Semester Second Year</i>				
			<i>Clinical</i>	<i>Credit</i>				<i>Clinical</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	1	ENG	114	Professional Research and Reporting	0	3
BIO	163	Basic Anatomy and Physiology	0	5	MED	114	Professional Interactions in Health Care	0	1
ENG	111	Expository Writing	0	3	MED	131	Administrative Office Procedures II	0	2
MED	110	Orientation to Medical Assisting	0	1	MED	182	CPR First Aid and Emergency	0	2
MED	118	Medical Law and Ethics	0	2	MED	240	Exam Room Procedures II	0	5
MED	121	Medical Terminology I	0	3	MED	272	Drug Therapy	0	3
OST	130	Comprehensive Keyboarding	0	3				0	16
PSY	150	General Psychology	0	3					
			0	21	<i>Spring Semester Second Year</i>				
<i>Spring Semester First Year</i>					BIO	175	General Microbiology	0	3
MED	122	Medical Terminology II	0	3	MED	232	Medical Insurance Coding	0	2
MED	130	Administrative Office Procedures I	0	2	MED	260	MED Clinical Practicum	15	5
MED	140	Exam Room Procedures I	0	5	MED	262	Clinical Perspectives	0	1
MED	150	Laboratory Procedures I	0	5			Humanities/Fine Arts Elective*	0	3
OST	134	Text Entry and Formatting	0	3				15	14
			0	18	<b>Total Hours</b>				
									<b>69</b>

Students must make a satisfactory score on the entry placement test or pass MAT 060 or DMA 010, DMA 020, and DMA 030.

\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

**AWARD: Associate in Applied Science Degree**

## MEDICAL ASSISTING - D45400

### Diploma - MEDICAL ASSISTING

#### Course Requirements

<i>Fall Semester</i>			<i>Clinical</i>		<i>Summer Term</i>			<i>Clinical</i>		<i>Credit</i>	
ACA	115	Success and Study Skills	0	1	MED	272	Drug Therapy	0	3		
BIO	163	Basic Anatomy and Physiology	0	5	MED	260	MED Clinical Practicum	15	5		
ENG	111	Expository Writing	0	3	MED	262	Clinical Perspectives	<u>0</u>	<u>1</u>		
MED	110	Orientation to Medical Assisting	0	1				15	9		
MED	118	Medical Law and Ethics	0	2							
MED	121	Medical Terminology I	0	3							
OST	130	Comprehensive Keyboarding	0	3							
PSY	150	General Psychology	<u>0</u>	<u>3</u>							
			0	21							

**Total Hours**

**48**

#### *Spring Semester*

MED	122	Medical Terminology II	0	3
MED	130	Administrative Office Procedures	0	2
MED	140	Exam Room Procedures I	0	5
MED	150	Laboratory Procedures I	0	5
OST	134	Text Entry and Formatting	0	3

**AWARD: Diploma**

## MEDICAL ASSISTING - C45400CO

### Certificate - CODING

#### Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
MED	121	Medical Terminology I	3	MED	131	Administrative Office Procedures II	2
				Spring Semester Second Year			
				MED	232	Medical Insurance Coding	2

#### *Spring Semester First Year*

MED	122	Medical Terminology II	3
MED	130	Administrative Office Procedures I	<u>2</u>
			5

**Total Hours**

**12**

**AWARD: Certificate**

**MEDICAL ASSISTING - C45400ER**  
**Certificate - EXAM ROOM PROCEDURES**

**Course Requirements**

<i>Spring Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
MED	140	Exam Room Procedures I	5	MED	182	CPR First Aid and Emergency	2
MED	150	Laboratory Procedures I	<u>5</u>	MED	240	Exam Room Procedures II	<u>5</u>
			10				7
<b>Total Hours</b>							<b>17</b>

**AWARD: Certificate**

**MEDICAL ASSISTING - C45400OP**  
**Certificate - OFFICE PROCEDURES**

**Course Requirements**

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
MED	110	Orientation to Medical Assisting	1	MED	114	Professional Interactions in Health Care	1
MED	121	Medical Terminology I	<u>3</u>	MED	131	Administrative Office Procedures II	<u>2</u>
			4				3
<i>Spring Semester First Year</i>				<i>Spring Semester Second Year</i>			
MED	122	Medical Terminology II	3	MED	232	Medical Insurance Coding	2
MED	130	Administrative Office Procedures I	<u>2</u>				
			5	<b>Total Hours</b>			<b>14</b>

**AWARD: Certificate**



## **MOBILE EQUIPMENT MAINTENANCE AND REPAIR**

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

### **Disciplines of Study Include:**

- Automotive Systems Technology A60160
- Collision Repair and Refinishing Technology A60130
- Diesel and Heavy Equipment Technology A60460

### **Transportation Technology Technician Program Learning Outcomes:**

Upon completion of this program students will be able to prove competency in the following Learning Outcomes:

- Seek best information, measure, analyze, manufacture, diagnose, repair, and verify the repair in the Transportation sector.
- Demonstrate computer competencies, communicate, and work independently and in a team environment to service, repair, diagnose, manufacture, and maintain Transport vessels.
- Examine and validate underlying assumptions dealing with Transportation Industry and repair using proper safety procedures, practices, chemical/solvent disposal, and management of waste streams reducing their impact on the global environment.
- Demonstrate the tasks and skills necessary to achieve professional (ASE) certification in the Transportation Industry.
- Exhibit communication, writing, and critical thinking skills dealing with customer needs and complaints in a professional manner.
- Demonstrate the technical, communication, computation, and personal responsibility skills needed to be successful in the ever-changing advanced technologies of the Transportation Industry.
- Efficiently access resources (both electronic and print) for service and technical information necessary to complete specific Transportation vessel services, repairs, and manufacture.
- Evaluate data collected from the Transportation vessel to insure the vessel is performing efficiently and pollution is minimized to assist with reversing the effects on global problematic issues.

## AUTOMOTIVE SYSTEMS TECHNOLOGY - A60160

The Automotive Systems Technology program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Typical instruction includes brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

### Associate Degree

#### Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	AUT	163	Adv Auto Electricity	3		
AUT	116	Engine Repair	3	AUT	163A	Adv Auto Electricity Lab *	1		
AUT	116A	Engine Repair Lab	1	AUT	183	Engine Performance 2	4		
TRN	110	Intro to Transport Tech	2	AUT	221	Auto Transm/Transaxles	3		
TRN	120	Basic Transport Electricity	5	AUT	221A	Auto Transm/Transax Lab *	1		
TRN	170	PC Skills for Transp	2	ENG	116	Tech Report Writing <b>or</b>	3		
TRN	180	Basic Welding for Transp	3	ENG	114	Prof Research & Report Writing			
				PSY	118	Interpersonal Psychology <b>or</b>	3		
				SOC	210	Introduction to Sociology <b>or</b>			
				ECO	151	Survey of Economics			
<i>Spring Semester First Year</i>					<i>Spring Semester Second Year</i>				
AUT	141	Suspension and Steering Sys.	3	AUT	114	Safety and Emissions	2		
AUT	141A	Suspension and Steering Lab *	1	AUT	231	Man Trans/Axles/Drtrains	3		
AUT	151	Brake Systems	3	AUT	231A	Man Trans/Axles/Drtrains Lab	1		
AUT	151A	Brake Systems Lab *	1	AUT	281	Adv Engine Performance	3		
AUT	181	Engine Performance 1	3	TRN	145	Adv Transp Electronics	3		
AUT	181A	Engine Performance 1 Lab *	1	HUM	110	Technology & Society <b>or</b>	3		
ENG	111	Expository Writing** <b>or</b>	3	HUM	115	Critical Thinking			
ENG	110	Freshman Composition							
MAT	110	Mathematical Measurement <b>or</b>	3						
MAT	115	Mathematical Models <b>or</b>							
MAT	120	Geometry & Trigonometry <b>or</b>							
MAT	121	Algebra/Trigonometry							
						<b>Total Semester Hours</b>			<b>75</b>
<i>Summer Term First Year</i>									
TRN	130	Intro to Sustainable Transp	3						
TRN	140	Transp Climate Control	2						
TRN	140A	Transp Climate Control Lab	2						

\*Co-op Option: This may include up to 5 shc from COE course/combination of courses:

COE 111, 112, 121, 122, 131, 132, 211, 221.

\*\* Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

**AWARD: Associate in Applied Science Degree**

## **AUTOMOTIVE SYSTEMS TECHNOLOGY - D60160**

### **Diploma-AUTOMOTIVE SYSTEMS TECHNOLOGY**

#### **Course Requirements**

				<i>Credit</i>					<i>Credit</i>
ACA	115	Success and Study Skills	1	AUT	141	Suspension and Steering Sys.	3		
AUT	116	Engine Repair	3	AUT	141A	Suspension and Steering Lab *	1		
AUT	116A	Engine Repair Lab	1	AUT	151	Brake Systems	3		
TRN	110	Intro to Transport Tech	2	AUT	151A	Brake Systems Lab *	1		
TRN	120	Basic Transport Electricity	5	AUT	181	Engine Performance 1	3		
TRN	170	PC Skills for Transp	2	AUT	181A	Engine Performance 1 Lab *	1		
TRN	180	Basic Welding for Transp	3	ENG	111	Expository Writing** <b>or</b>	3		
				ENG	110	Freshman Composition			
				MAT	110	Mathematical Measurement <b>or</b>	3		
				MAT	115	Mathematical Models <b>or</b>			
				MAT	120	Geometry & Trigonometry <b>or</b>			
				MAT	121	Algebra/Trigonometry			
				TRN	130	Intro to Sustainable Transp	3		
				TRN	140	Transp Climate Control	2		
				TRN	140A	Transp Climate Control Lab	2		
<b>Total Semester Hours</b>								<b>42</b>	

*\*Co-op Option: This may include up to 5 shc from COE course/combination of courses:*

*COE 111, 112, 121, 122, 131, 132, 211, 221.*

*\*\* Foreign language courses may not be used as a humanities/fine arts elective for this program of study.*

**AWARD: Diploma**

## **AUTOMOTIVE SYSTEMS TECHNOLOGY - C60160BT**

### **Certificate - BASIC TRANSPORTATION**

#### **Course Requirements**

				<i>Credit</i>
TRN	110	Intro to Transportation Technology	2	
TRN	120	Basic Transport Electricity	5	
TRN	170	PC Skills for Transp	2	
TRN	180	Basic Welding for Transp	3	

**Total Required Core Hours**                      **12**

**AWARD: Certificate**

## **AUTOMOTIVE SYSTEMS TECHNOLOGY - C60160DC**

### **Certificate - DRIVETRAIN**

#### **Course Requirements**

			<i>Credit</i>
AUT	116	Engine Repair	3
AUT	221	Auto Transm/Transaxles	3
AUT	231	Man Trans/Axles/Drtrains	3
TRN	120	Basic Transport Electricity	5

**Total Required Core Hours**                      **14**

**AWARD: Certificate**

## **AUTOMOTIVE SYSTEMS TECHNOLOGY - C60160EC**

### **Certificate-ELECTRICAL ELECTRONICS**

#### **Course Requirements**

			<i>Credit</i>
AUT	163	Adv Automotive Electricity	3
TRN	110	Intro to Transport Technology	2
TRN	120	Basic Transport Electricity	5
TRN	145	Adv Transp Electronics	3

**Total Required Core Hours**                      **13**

**AWARD: Certificate**

## **AUTOMOTIVE SYSTEMS TECHNOLOGY - C60160EP**

### **Certificate - ENGINE PERFORMANCE**

#### **Course Requirements**

			<i>Credit</i>
AUT	116	Engine Repair	3
AUT	181	Engine Performance I	3
AUT	183	Engine Performance II	4
AUT	281	Adv Engine Performance	3

**Total Required Core Hours**                      **13**

**AWARD: Certificate**

**AUTOMOTIVE SYSTEMS TECHNOLOGY - C60160SC**  
**Certificate - SUSPENSION SYSTEMS**  
**Course Requirements**

			<i>Credit</i>
TRN	120	Basic Transport Electricity	5
AUT	141	Suspension & Steering	3
AUT	141A	Suspension & Steering Lab	1
AUT	151	Brake Systems	3
AUT	151A	Brake Systems Lab	1

**Total Required Core Hours**                    **13**

**AWARD: Certificate**

## COLLISION REPAIR AND REFINISHING TECHNOLOGY - A60130

A program that prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

### Associate Degree

#### Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	TRN	180	Basic Welding for Transp		3	
AUB	111	Painting and Refinishing I	4	AUT	163	Adv Auto Electricity		3	
AUB	121	Non-Structural Damage I	3	AUT	163A	Adv Auto Electricity Lab *		1	
AUB	131	Structural Damage I	4	TRN	170	PC Skills for Transp		2	
TRN	110	Intro to Transport Tech	2	ENG	116	Tech Report Writing <b>or</b>		3	
TRN	120	Basic Transport Electricity	5	ENG	114	Prof Research & Report Writing			
				PSY	118	Interpersonal Psychology <b>or</b>		3	
				SOC	210	Introduction to Sociology <b>or</b>			
<i>Spring Semester First Year</i>					ECO	151	Survey of Economics <b>or</b>		
AUB	162	Autobody Estimating	2	PSY	150	General Psychology			
AUT	141	Suspension and Steering Sys.	3						
AUT	141A	Suspension and Steering Lab *	1	<i>Spring Semester Second Year</i>					
AUT	151	Brake Systems	3	AUB	112	Painting and Refinishing II		4	
AUT	151A	Brake Systems Lab *	1	AUB	122	Non-Structural Damage II		4	
ENG	111	Expository Writing** <b>or</b>	3	AUB	132	Structural Damage II		4	
ENG	110	Freshman Composition		AUB	160	Body Shop Operations		1	
MAT	110	Mathematical Measurement <b>or</b>	3	HUM	110	Technology & Society <b>or</b>		3	
MAT	115	Mathematical Models <b>or</b>		HUM	115	Critical Thinking			
MAT	120	Geometry & Trigonometry <b>or</b>							
MAT	121	Algebra/Trigonometry							
				<b>Total Semester Hours</b>				<b>75</b>	
<i>Summer Term First Year</i>									
AUB	114	Special Finishes	2						
AUB	136	Plastics and Adhesives	3						
TRN	140	Transp Climate Control	2						
TRN	140A	Transp Climate Control Lab	2						

\*Co-op Option: This may include up to 3 shc from COE course/combination of courses:

COE 111, 112, 121, 122, 131, 132, 211, or 221.

\*\* Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

**AWARD: Associate in Applied Science Degree**

**COLLISION REPAIR AND REFINISHING TECHNOLOGY - D60130**  
**Diploma - COLLISION REPAIR & REFINISHING**  
**Course Requirements**

			<i>Credit</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	AUB	160	Body Shop Operations	1
AUB	111	Painting and Refinishing I	4	AUB	162	Autobody Estimating	2
AUB	121	Non-Structural Damage I	3	AUT	141	Suspension and Steering Sys.	3
AUB	131	Structural Damage I	4	AUT	141A	Suspension and Steering Lab *	1
TRN	110	Intro to Transport Tech	2	AUT	151	Brake Systems	3
TRN	120	Basic Transport Electricity	5	AUT	151A	Brake Systems Lab *	1
				ENG	111	Expository Writing**or	3
				ENG	110	Freshman Composition	
				MAT	110	Mathematical Measurement or	3
				MAT	115	Mathematical Models or	
				MAT	120	Geometry & Trigonometry or	
				MAT	121	Algebra/Trigonometry	
				AUB	114	Special Finishes	2
				AUB	136	Plastics and Adhesives	3
				TRN	140	Transp Climate Control	2
				TRN	140A	Transp Climate Control Lab	2

**Total Semester Hours** **45**

*\*Co-op Option: This may include up to 3 shc from COE course/combination of courses: COE 111, 112, 121, 122, 131, 132, 211, or 221.*

*\*\* Foreign language courses may not be used as a humanities/fine arts elective for this program of study.*

**AWARD: Diploma**

**COLLISION REPAIR AND REFINISHING TECHNOLOGY - C60130A**  
**Certificate - PAINTING & REFINISHING**  
**Course Requirements**

			<i>Credit</i>
AUB	111	Painting and Refinishing I	4
AUB	112	Painting and Refinishing II	4
AUB	114	Special Finishes	2
TRN	110	Intro to Transport Tech	2

**Total Required Core Hours** **12**

**AWARD: Certificate**

**COLLISION REPAIR AND REFINISHING TECHNOLOGY - C60130B**  
**Certificate-NON-STRUCTURAL DAMAGE**  
**Course Requirements**

			<i>Credit</i>
AUB	121	Non-Structural Damage I	3
AUB	122	Non-Structural Damage II	4
AUB	136	Plastics and Adhesives	3
TRN	110	Intro to Transport Tech	2
<b>Total Required Core Hours</b>			<b>12</b>
<b>AWARD: Certificate</b>			

**COLLISION REPAIR AND REFINISHING TECHNOLOGY - C60130C**  
**Certificate - STRUCTURAL DAMAGE**  
**Course Requirements**

			<i>Credit</i>
AUB	131	Structural Damage I	4
AUB	132	Structural Damage II	4
AUB	180	Basic Welding for Transportation	3
TRN	110	Intro to Transport Tech	2
<b>Total Required Core Hours</b>			<b>13</b>
<b>AWARD: Certificate</b>			

**COLLISION REPAIR AND REFINISHING TECHNOLOGY - C60130D**  
**Certificate - BODY SHOP OPERATIONS**  
**Course Requirements**

			<i>Credit</i>
AUB	121	Non-Structural Damage I	3
AUB	131	Structural Damage I	4
AUB	160	Body Shop Operations	1
AUB	162	Autobody Estimating	2
TRN	110	Intro to Transport Tech	2
<b>Total Required Core Hours</b>			<b>12</b>
<b>AWARD: Certificate</b>			



## DIESEL AND HEAVY EQUIPMENT TECHNOLOGY - A60460

A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as Heavy Duty Trucks over one ton classification, buses, ships, railroad locomotives, and equipment; as well as stationary diesel engines in electrical generators and related equipment.

### Associate Degree

#### Course Requirements

<b>Fall Semester First Year</b>				<b>Credit</b>	<b>Fall Semester Second Year</b>				<b>Credit</b>
ACA	115	Success and Study Skills		1	ENG	116	Technical Report Writing <b>or</b>		3
HET	110	Diesel Engines		6	ENG	114	Prof Research & Report Writing		
TRN	110	Intro to Transport Tech		2	HET	115	Electronic Engines		3
TRN	120	Basic Transport Electricity		5	HET	231	Medium/Heavy Duty Brake Systems*		2
TRN	170	PC Skills for Transp		2	HET	233	Suspension and Steering*		4
TRN	180	Basic Welding for Transp		3	PSY	118	Interpersonal Psychology <b>or</b>		3
<b>Spring Semester First Year</b>					SOC	210	Introduction to Sociology <b>or</b>		
ELN	112	Diesel Electronics Systems		4	ECO	151	Survey of Economics		
ENG	111	Expository Writing <b>or</b>		3	<b>Spring Semester Second Year</b>				
ENG	110	Freshman Composition			HET	125	Preventive Maintenance		2
HET	114	Power Trains		5	HET	126	Preventive Maintenance Lab*		1
MAT	110	Mathematical Measurement <b>or</b>		3	HET	128	Medium/Heavy Duty Tune-Up		2
MAT	115	Mathematical Models <b>or</b>			HET	230	Air Brakes*		2
MAT	120	Geometry & Trigonometry <b>or</b>			PME	211	Advanced Equipment Repair*		4
MAT	121	Algebra/Trigonometry			HUM	110	Technology & Society <b>or</b>		3
<b>Summer Term First Year</b>					HUM	115	Critical Thinking		
TRN	130	Intro to Sustainable Transp		3	<b>Total Semester Hours</b>				<b>70</b>
TRN	140	Transp Climate Control		2					
TRN	140A	Transp Climate Control Lab		2					

Students must make a satisfactory score on the entry placement test or pass MAT 060 or DMA 010, DMA 020, and DMA 030.

\*Co-op Option: This may include up to 8 shc from COE course/combination of courses:

COE 111, 112, 121, 122, 131, 132, 211, or 221.

\*\* Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

**AWARD: Associate in Applied Science Degree**

## **DIESEL AND HEAVY EQUIPMENT TECHNOLOGY - D60460**

### **Diploma - DIESEL AND HEAVY EQUIPMENT**

#### **Course Requirements**

			<i>Credit</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	TRN	130	Intro to Sustainable Transp	3
HET	110	Diesel Engines	6	TRN	140	Transp Climate Control	2
TRN	110	Intro to Transport Tech	2	TRN	140A	Transp Climate Control Lab	2
TRN	120	Basic Transport Electricity	5				
TRN	170	PC Skills for Transp	2	<b>Total Semester Hours</b>			<b>43</b>
TRN	180	Basic Welding for Transp	3				
ELN	112	Diesel Electronics Systems	4				
ENG	111	Expository Writing** <b>or</b>	3				
ENG	110	Freshman Composition					
HET	114	Power Trains	5				
HET	125	Preventative Maintenance	2				
MAT	110	Mathematical Measurement <b>or</b>	3				
MAT	115	Mathematical Models <b>or</b>					
MAT	120	Geometry & Trigonometry <b>or</b>					
MAT	121	Algebra/Trigonometry					

*Students must make a satisfactory score on the entry placement test or pass MAT 060 or DMA 010, DMA 020, and DMA 030.*

*\*\* Foreign language courses may not be used as a humanities/fine arts elective for this program of study.*

**AWARD: Diploma**

## **DIESEL AND HEAVY EQUIPMENT TECHNOLOGY - C60460ES**

### **Certificate-ENGINE SYSTEMS**

#### **Course Requirements**

			<i>Credit</i>
HET	110	Diesel Engines	6
TRN	110	Intro to Transport Tech	2
TRN	120	Basic Transport Electricity	5
<b>Total Required Core Hours</b>			<b>13</b>

**AWARD: Certificate**

## **DIESEL AND HEAVY EQUIPMENT TECHNOLOGY - C60460VM**

### **Certificate - VEHICLE MAINTENANCE**

#### **Course Requirements**

			<i>Credit</i>
HET	114	Power Trains	5
HET	125	Preventive Maintenance	2
HET	126	Preventive Maintenance Lab	1
HET	128	Medium/Heavy Duty Tune-Up	2
HET	230	Air Brakes	2

**Total Required Core Hours**                      **12**

**AWARD: Certificate**

## **NETWORKING TECHNOLOGY**

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

### **Program Learning Outcomes:**

Graduates of the WCC Networking Technology Program will:

- Perform tasks related to networking mathematics, terminology, models, media, Ethernet, subnetting, TCP/IP Protocols and TIA-EIA cabling standards.
- Plan and document router, switch, and workstation system configurations as well as support, track, and apply changes. Provide advanced VLSM and network routing protocol solutions.
- Design, implement, test, troubleshoot and manage routers, switches and workstations with a focus on VLAN, VTP, InterVLAN routing.
- Install, maintain, troubleshoot and customize operating systems and explore their capabilities and hierarchical file structure.
- Setup and administrate user accounts, implement software upgrades and patches, install device drivers, perform system backups, restore data, and use event logs to monitor server baseline settings.
- Configure ACL firewalls, WAN protocols, and network security. Provide further examples of advanced hands-on assessments using router and switch troubleshooting labs.

## NETWORKING TECHNOLOGY - A25340

### Associate Degree

#### Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills		1	NET	225	Router and Switching I		3
ENG	111	Expository Writing		3	BUS	110	Introduction to Business		3
CIS	111	Basic PC Literacy <b>or</b>		2	CTS	120	Hardware/Software Support		3
CIS	110	Introduction to Computers		3	NOS	220	Linux/UNIX Admin I		3
CIS	115	Intro to Programming and Logic		3	NOS	230	Windows Admin I		3
NOS	110	Operating Systems Concepts		3			Social/Behavioral Science Elec.		<u>3</u>
NET	125	Networking Basics		3					18
SEC	110	Security Concepts		<u>3</u>	<b><i>Spring Semester Second Year</i></b>				
				18/19	NET	226	Routing and Switching II		3
					MAT	115	Mathematical Models <b>or</b>		3
<b><i>Spring Semester First Year</i></b>					MAT	161	College Algebra		
DBA	110	Database Concepts		3	NET	289	Networking Project		3
NET	126	Routing Basics*		3	COE	111	Co-Op Work Experience I ***		1
NOS	120	Linux/UNIX Single User		3	NOS	221	Linux/UNIX Admin II		3
NOS	130	Windows Single User		3	SEC	160	Security Admin I		<u>3</u>
ENG	112	Argument-Based Research <b>or</b>		3					16
ENG	113	Literature-Based Research							
		Humanities/Fine Arts Elective**		<u>3</u>	<b>Total Hours</b>				<b>70/71</b>
				18					

\*OST 080 if placement if less than 30 wpm/5 errors.

\*\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

\*\*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131, or 211.

**AWARD: Associate in Applied Science Degree**

## NETWORKING TECHNOLOGY - D25340

### Diploma

#### Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Spring Semester First Year</i>			
ACA	115	Success and Study Skills	1	DBA	110	Database Concepts	3
ENG	111	Expository Writing	3	NET	126	Routing Basics	3
CIS	110	Introduction to Computers <b>or</b>	3	NOS	120	Linux/UNIX Single User	3
CIS	111	Basic PC Literacy	2	NOS	130	Windows Single User	3
CIS	115	Introduction to Programming and Logic	3	MAT	115	Mathematical Models <b>or</b>	3
NET	125	Networking Basics	3	MAT	161	College Alegbra	
NOS	110	Operating Systems Concepts	3	BUS	110	Introduction to Business	<u>3</u>
SEC	110	Security Concepts	<u>3</u>				18
			18/19	<b>Total Hours</b>			<b>36/37</b>

**AWARD: Diploma**

## NETWORKING TECHNOLOGY - C25340L

### Certificate - LINUX ADMINISTRATOR TRAINEE

#### Course Requirements

			<i>Credit</i>				<i>Credit</i>
NOS	110	Operating Systems Concepts	3	NOS	221	Linux/UNIX Admin II	<u>3</u>
NOS	120	Linux/UNIX Single User	3	<b>Total Hours</b>			<b>12</b>
NOS	220	Linux/UNIX Admin I	3				

**AWARD: Certificate**

## NETWORKING TECHNOLOGY - C25340S

### Certificate - NETWORK SECURITY TECHNICIAN

#### Course Requirements

			<i>Credit</i>				<i>Credit</i>
NET	125	Networking Basics	3	SEC	110	Security Concepts	3
NET	126	Routing Basics	3	SEC	160	Security Admin I	<u>3</u>
NET	225	Router and Switching I	3	<b>Total Hours</b>			<b>18</b>
NET	226	Routing and Switching II	3				

**AWARD: Certificate**

**NETWORKING TECHNOLOGY - C25340R**  
**Certificate - NETWORK TECHNICIAN**  
**Course Requirements**

			<i>Credit</i>				<i>Credit</i>
NET	125	Networking Basics	3	NET	226	Routing and Switching II	<u>3</u>
NET	126	Routing Basics	3			<b>Total Hours</b>	<b>12</b>
NET	225	Router and Switching I	3				

**AWARD: Certificate**

**NETWORKING TECHNOLOGY - C25340W**  
**Certificate - WINDOWS ADMINISTRATOR TRAINEE**  
**Course Requirements**

			<i>Credit</i>				<i>Credit</i>
NOS	110	Operating Systems Concepts	3	NOS	231	Windows Admin II	<u>3</u>
NOS	130	Windows Single User	3			<b>Total Hours</b>	<b>12</b>
NOS	230	Windows Admin I	3				

**AWARD: Certificate**

## **OFFICE ADMINISTRATION**

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government and industry. Job classifications range from entry-level to supervisor to middle management.

### **Program Learning Outcomes:**

Graduates of the WCC Office Administration Program will:

- Engage in inquiry to describe and demonstrate the use of appropriate business office procedures (including scheduling, task coordination, records management, and time management).
- Key with speed and accuracy at a level commensurate with employability.
- Pursue best information and use it to prepare standard business documents applying currently accepted formatting standards and word processing software.
- Operate properly business office technology (including copiers, fax machines, 10-key, and computer).
- Access, compile, and evaluate relevant information and use it to correctly apply basic accounting principles and practices considering the point of view of various users.
- Pursue best information and use it to create documents, databases, presentations, publications and spreadsheets using appropriate business office software.
- Recognize and demonstrate work habits that model professional and ethical behavior in the workplace.



## OFFICE ADMINISTRATION - A25370

### Associate Degree

#### Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	MAT	115	Mathematical Models	3
BUS	110	Introduction to Business	3	CTS	130	Spreadsheet	3
CIS	111	Basic PC Literacy <b>or</b>	2	CIS	164	DTP Layout and Design	3
CIS	110	Introduction to Computers	3	MKT	223	Customer Service	3
ENG	111	Expository Writing	3	OST	136	Word Processing	3
OST	130	Comprehensive Keyboarding*	3	OST	164	Text Editing Applications	<u>3</u>
ACC	115	College Accounting	4				18
OST	184	Records Management	<u>3</u>	<b><i>Spring Semester Second Year</i></b>			
			19/20	BUS	260	Business Communication	3
<b><i>Spring Semester First Year</i></b>				DBA	110	Database Concepts	3
ACC	150	Accounting Software Application	2	CTS	125	Presentation Graphics	3
BUS	135	Principles of Supervision	3	OST	289	Administrative Office Management	3
ENG	114	Professional Research and Reporting <b>or</b>	3	COE	111	Co-Op Work Experience I *** <b>or</b>	1
ENG	116	Technical Report Writing		ACA	220	Professional Transition	1
BUS	121	Business Mathematics	3			Social/Behavioral Science Elec.	<u>3</u>
OST	134	Text Entry and Formatting	3				16
		Humanities/Fine Arts Elective**	<u>3</u>	<b>Total Hours</b>			<b>70/71</b>
			17				

\*OST 080 if placement is less than 30 wpm/5 errors

\*\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

\*\*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131, or 211.

**AWARD: Associate in Applied Science Degree**

## OFFICE ADMINISTRATION - D25370

### Diploma

#### Course Requirements

			<i>Credit</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	ACC	150	Accounting Software Application	2
ACC	115	College Accounting	4	BUS	135	Principles of Supervision	3
CIS	111	Basic PC Literacy <b>or</b>	2	BUS	260	Business Communication	3
CIS	110	Introduction to Computers	3	CTS	125	Presentation Graphics	3
ENG	111	Expository Writing	3	ENG	114	Professional Research and Reporting <b>or</b>	3
MKT	223	Customer Service	3	ENG	116	Technical Report Writing	
OST	130	Comprehensive Keyboarding*	3	OST	134	Text Entry and Formatting	3
OST	164	Text Editing Applications	3	OST	136	Word Processing	3
OST	184	Records Management	3				20
			22/23				
				<b>Total Hours</b>			<b>42/43</b>

\*OST 080 if placement is less than 30 wpm/5 errors

**AWARD: Diploma**

## OFFICE ADMINISTRATION - C25370CC

### Certificate - CALL CENTER AGENT

#### Course Requirements

#### (ALSO AVAILABLE ONLINE)

			<i>Credit</i>				<i>Credit</i>
BUS	121	Business Mathematics	3	OST	130	Comprehensive Keyboarding*	3
CIS	111	Basic PC Literacy <b>or</b>	2	CTS	130	Spreadsheet	3
CIS	110	Introduction to Computers	3	<b>Total Hours</b>			<b>14/15</b>
MKT	223	Customer Service	3				

\*OST 080 if placement is less than 30 wpm/5 errors

**AWARD: Certificate**

## OFFICE ADMINISTRATION - C25370CO

### Certificate - COMPUTER OPERATOR

#### Course Requirements

#### (ALSO AVAILABLE ONLINE)

			<i>Credit</i>				<i>Credit</i>
CIS	111	Basic PC Literacy <b>or</b>	2	OST	130	Comprehensive Keyboarding*	3
CIS	110	Introduction to Computers	3	OST	136	Word Processing	3
CTS	130	Spreadsheet	3	<b>Total Hours</b>			<b>14/15</b>
DBA	110	Database Concepts	3				

\*OST 080 if placement is less than 30 wpm/5 errors

**AWARD: Certificate**

**OFFICE ADMINISTRATION - C25370FC**  
**Certificate - Financial Records Clerk**  
**Course Requirements**

				<i>Credit</i>					<i>Credit</i>
BUS	121	Business Mathematics	3	ACC	150	Accounting Software App.	2		
CIS	111	Basic PC Literacy <b>or</b>	2	CTS	130	Spreadsheet	3		
CIS	110	Introduction to Computers	3	<b>Total Hours</b>				<b>14/15</b>	
ACC	115	College Accounting	4						

**AWARD: Certificate**

**OFFICE ADMINISTRATION - C25370R**  
**Certificate - RECEPTIONIST**  
**Course Requirements**

				<i>Credit</i>					<i>Credit</i>
BUS	110	Introduction to Business	3	OST	134	Text Entry and Formatting	3		
CIS	111	Basic PC Literacy <b>or</b>	2	OST	184	Records Management	3		
CIS	110	Introduction to Computers	3	MKT	223	Customer Service	3		
OST	130	Comprehensvie Keyboarding*	3	<b>Total Hours</b>				<b>17/18</b>	

\*OST 080 if placement is less than 30 wpm/5 errors

**AWARD: Certificate**

**OFFICE ADMINISTRATION - C25370WP**  
**Certificate - WORD PROCESSING**  
**Course Requirements**

				<i>Credit</i>					<i>Credit</i>
CIS	111	Basic PC Literacy <b>or</b>	2	OST	136	Word Processing	3		
CIS	110	Introduction to Computers	3	OST	164	Text Editing Applications	3		
OST	130	Comprehensive Keyboarding*	3	<b>Total Hours</b>				<b>14/15</b>	
OST	134	Text Entry and Formatting	3						

\*OST 080 if placement is less than 30 wpm/5 errors

**AWARD: Certificate**

## **PLANT SYSTEMS: HORTICULTURAL SCIENCE TECHNOLOGY**

These curricula are designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and the operation of horticulture businesses.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, governmental agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and/or the North Carolina Certified Plant Professional Examination.

### **Disciplines of Study Include:**

- Horticulture Technology A15240

### **Program Learning Outcomes:**

- Graduates of the WCC Horticulture Technology Program will:
- Understanding of construction principles and operational skills related to the greenhouse industry.
- Gain knowledge in identification, cultural practices and landscape values.
- Demonstrate construction skills that are components of the landscape trade.
- Learn the correct protocols for the application of pesticides in the ornamental and turf industry.
- Understand production techniques that apply to the propagation and growing of horticulture crops.
- Gain knowledge in business practices and concepts.
- Learn and understand theories in design work. By practical application they will transfer theory into designs consisting of traditional methods and computer generated.
- Gain knowledge demonstrate skills related to turfgrass.

### **2+2 Transfer Opportunities:**

NC A&T University

North Carolina State University

## HORTICULTURE TECHNOLOGY - A15240

A program that focuses on the general production and management of cultivated plants, shrubs, flowers, foliage, trees, groundcovers, and related plant materials; the management of technical and business operations connected with horticultural services; and the basic scientific principles needed to understand plants and their management and care.

### Associate Degree

#### Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills		1	ENG	114	Prof Research & Report Writing		3
HOR	114	Landscape Construction		3	<b>or</b>				
HOR	160	Plant Materials I		3	ENG	116	Technical Report Writing		
HOR	162	Applied Plant Science		3	HOR	225	Nursery Production		3
HOR	168	Plant Propagation		3	HOR	170	Horticulture Computer Applications		2
LSG	121	Fall Gardening Lab <b>or</b>		2	HOR	260	Plant Materials II		3
COE		111, 112, 121, 122, 131, 132, 211 Cooperative Work Experience			HOR	253	Horticulture Turfgrass		3
<i>Spring Semester First Year</i>					PSY	118	Interpersonal Psychology <b>or</b>		3
BIO	140	Environmental Biology <b>or</b>		3	SOC	210	Introduction to Sociology		
MAT	110	Mathematical Measurement			<i>Spring Semester Second Year</i>				
ENG	111	Expository Writing <b>or</b>		3	HOR	142	Fruit and Vegetable Production		2
ENG	110	Freshman Composition			HOR	245	Horticulture Specialty Crops		3
HOR	134	Greenhouse Operations		3	HOR	235	Greenhouse Production		3
HOR	164	Horticulture Pest Management		3	HOR	265	Advanced Plant Materials		2
AGR	139	Intro to Sustainable Agriculture		3	HOR	273	Horticulture Management and Marketing		3
LSG	122	Spring Gardening Lab <b>or</b>		2	HUM	110	Technology & Society <b>or</b>		3
COE		111, 112, 121, 122, 131, 132, 211 Cooperative Work Experience			HUM	115	Critical Thinking		
TRF	151	Introduction to Landscape Design		3	<b>Total Hours</b>				
<i>Summer Term First Year</i>					<b>76</b>				
HOR	166	Soils and Fertilizers		3					
TRF	152	Landscape Maintenance		3					

*\*\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.*

**AWARD: Associate in Applied Science Degree**

**HORTICULTURE TECHNOLOGY - D15240**  
**Diploma - HORTICULTURE TECHNOLOGY**  
**Course Requirements**

				<i>Credit</i>					<i>Credit</i>
ACA	115	Success and Study Skills	1	HOR	166	Soils and Fertilizers		3	
HOR	114	Landscape Construction	3	TRF	152	Landscape Maintenance <b>or</b>		3	
HOR	160	Plant Materials I	3	COE		111, 112, 121, 122, 131, 132, 211			
HOR	162	Applied Plant Science	3			Cooperative Work Experience			
HOR	168	Plant Propagation	3						
LSG	121	Fall Gardening Lab <b>or</b>	2	<b>Total Hours</b>				<b>38</b>	
COE		111, 112, 121, 122, 131, 132, 211							
		Cooperative Work Experience							
ENG	102	Applied Communications II	3						
HOR	134	Greenhouse Operations	3						
HOR	164	Horticulture Pest Management	3						
AGR	139	Intro to Sustainable Agriculture	3						
LSG	122	Spring Gardening Lab <b>or</b>	2						
COE		111, 112, 121, 122, 131, 132, 211							
		Cooperative Work Experience							
TRF	151	Introduction to Landscape Design	3						

**AWARD: Diploma**

**HORTICULTURE TECHNOLOGY - C15240BC**  
**Certificate - BASIC HORTICULTURE**  
**Course Requirements**

				<i>Credit</i>
HOR	160	Plant Materials	3	
HOR	162	Applied Plant Science	3	
HOR	164	Horticulture Pest Management	3	
HOR	168	Plant Propagation	3	
<b>Total Hours</b>			<b>12</b>	

**AWARD: Certificate**

**HORTICULTURE TECHNOLOGY - C15240GM**  
**Certificate - GARDEN CENTER MANAGEMENT**  
**Course Requirements**

			<i>Credit</i>
HOR	114	Landscape Construction	3
HOR	164	Horticulture Pest Management	3
HOR	166	Soils and Fertilizers	3
HOR	265	Advanced Plant Materials	2
HOR	273	Horticulture Management & Marketing	3
<b>Total Hours</b>			<b>14</b>

**AWARD: Certificate**

**HORTICULTURE TECHNOLOGY - C15240LT**  
**Certificate - LANDSCAPE TECHNIQUES**  
**Course Requirements**

			<i>Credit</i>
HOR	114	Landscape Construction	3
HOR	160	Plant Materials I	3
TRF	151	Introduction to Landscape Design	3
HOR	260	Plant Materials II	3
<b>Total Hours</b>			<b>12</b>

**AWARD: Certificate**

**HORTICULTURE TECHNOLOGY - C15240PP**  
**Certificate - PLANT PRODUCTION TECHNOLOGY**  
**Course Requirements**

			<i>Credit</i>
HOR	168	Plant Propagation	3
HOR	142	Fruit and Vegetable Production	2
HOR	225	Nursery Production	3
HOR	235	Greenhouse Production	3
HOR	245	Horticulture Specialty Crops	3
<b>Total Hours</b>			<b>14</b>

**AWARD: Certificate**

## **PRODUCTION: WELDING TECHNOLOGY**

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

### **Disciplines of Study Include:**

- Welding Technology D50420

### **Program Learning Outcomes:**

- Graduates of the WCC Welding Technology Program will:
- Have the skills needed to be employed as entry-level technicians in welding and metalworking industry by demonstrating the technical, communication, computation, and personal responsibility.
- Demonstrate computer competency, communicate, and work independently and as a team to design, layout, measure, and as a team to design, layout, measure, and construct components using the correct welding technique.
- Examine and validate underlying assumptions dealing with welding shop and construction safety procedures, practices, chemical/solvent disposal, adhere to the EPA/OSHA regulatory requirements, and management of waste streams reducing their impact on the global environment.
- Demonstrate the knowledge and abilities necessary to achieve "American Welding Society, (AWS)" certification.
- Demonstrate positive communication, writing, and critical thinking skills dealing with customer/business needs and complaints, understandably, and in a professional manner.
- Be able to seek best information, measure, analyze, design, layout, and correct equipment operation in the following processes:
  - Cutting (Oxy-Fuel, Plasma Arc)
  - Shielded Metal Arc (SMAW)
  - Gas Metal Arc (MIG)
  - Gas Tungsten Arc (TIG)
  - Metallurgy/Machining
  - Oxygen-Fuel



**WELDING TECHNOLOGY - D50420**  
**Diploma - WELDING TECHNOLOGY - D50420**  
**Course Requirements**

<i>Fall Semester</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1
BPR	111	Blueprint Reading	2
DFT	119	Basic CAD	2
MEC	111	Machine Processes I	3
WLD	110	Cutting Processes	2
WLD	121	GMAW (MIG) FCAW/Plate	4
WLD	141	Symbols and Specifications	3

***Spring Semester***

ENG	110	Freshman Composition <b>or</b>	3
ENG	111	Expository Writing	
WLD	115	SMAW (Stick) Plate	5
WLD	131	GTAW (TIG) Plate	4
MAC	121	Introduction to CNC	2
MAT	110	Mathematical Measurement <b>or</b>	3
MAT	115	Mathematical Models <b>or</b>	
MAT	120	Geometry & Trigonometry <b>or</b>	
MAT	121	Algebra/Trigonometry I <b>or</b>	
MAT	140	Survey of Mathematics	

***Summer Term***

WLD	151	Fabrication I	4
WLD	261	Certification Practices	2

**Total Hours** **40**

**AWARD: Diploma**

## **RADIOGRAPHY**

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

# RADIOGRAPHY– A45700

## Associate Degree

### Course Requirements

<i>Fall Semester First Year</i>				<i>Fall Semester Second Year</i>					
			<i>Clinical</i>	<i>Credit</i>		<i>Clinical</i>	<i>Credit</i>		
ACA	115	Success and Study Skills	0	1	RAD	211	Rad Procedures III	0	3
BIO	163	Basic Anatomy and Physiology	0	5	RAD	231	Rad Physics II	0	2
RAD	110	Rad Intro and Patient Care	0	3	RAD	241	Radiobiology/Protection	0	2
RAD	111	Rad Procedures I	0	4	RAD	251	Rad Clinical Ed IV	21	7
RAD	151	Rad Clinical Ed. I	<u>6</u>	<u>2</u>	ENG	112	Argument-Based Research	<u>0</u>	<u>3</u>
			6	15				21	17
<i>Spring Semester First Year</i>				<i>Spring Semester Second Year</i>					
ENG	111	Expository Writing	0	3	RAD	245	Image Analysis	0	2
MAT	115	Mathematic Models <b>or</b>	0	3	RAD	261	Rad Clinical Ed V	21	7
MAT	140	Survey of Mathematics			RAD	271	Radiography Capstone	0	1
RAD	112	Rad Procedures II	0	4	PSY	150	General Psychology	0	3
RAD	121	Rad Imaging I	0	3			HUM/Fine Arts Elective*	<u>0</u>	<u>3</u>
RAD	161	Rad Clinical Ed II	<u>15</u>	<u>5</u>				21	16
			15	18	<b>Total Hours</b>				<b>74</b>
<i>Summer Semester First Year</i>									
RAD	122	Rad Imaging II	0	2					
RAD	131	Rad Physics I	0	2					
RAD	171	Rad Clinical Ed III	<u>12</u>	<u>4</u>					
			12	8					

\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study

**AWARD: Associate in Applied Science Degree**

## **RESPIRATORY THERAPY**

The Respiratory Therapy curriculum prepares individuals to function as respiratory therapists. In these roles, individuals perform diagnostic testing, treatments, and management of patients with heart and lung diseases. Students will master skills in patient assessment and treatment of cardiopulmonary diseases. These skills include life support, monitoring, drug administration, and treatment of patients of all ages in a variety of settings. Graduates of accredited programs may be eligible to take entry-level examinations from the National Board of Respiratory Care. Therapy graduates may also take the Advanced Practitioner examination. Graduates may be employed in hospitals, clinics, nursing homes, education, industry, and home care.

### **Program Learning Outcomes:**

- Graduates of the WCC Respiratory Therapy Program will:
- Utilize critical thinking, diagnostic, and therapeutic skills to accurately assess the patients' condition, develop a plan of care, and modify the treatment plan as needed so that safe and effective respiratory care is given.
- Document completely and accurately using proper grammar and medical terminology.
- Exhibit ethical, caring, and culturally competent behaviors toward the patients, and their family members.
- Utilize professional communication and behavior when dealing with patients, their families, and other members of the healthcare team.

Accreditation: The Wilkes Community College Respiratory Therapy Program holds Initial Accreditation from the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)).

Commission on Accreditation for Respiratory Care  
1248 Harwood Road  
Bedford, Texas 76021-4244  
(817) 283-2835

# RESPIRATORY THERAPY – A45720

## Associate Degree

### Course Requirements

<i>Fall Semester First Year</i>			<i>Clinical</i>	<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Clinical</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	1	RCP	210	Critical Care Concepts	0	4
RCP	110	Intro to Respiratory Care	0	4	RCP	214	Neonatal/Peds Rc.	0	2
RCP	113	RCP Pharmacology	0	2	RCP	155	Clinical Practice III	15	5
BIO	163	Basic Anatomy and Physiology	0	5			Humanities/Fine Arts Elective*	0	<u>3</u>
CIS	110	Introduction to Computers	0	3				15	14
ENG	111	Expository Writing	0	<u>3</u>					
			0	18					
<b><i>Spring Semester First Year</i></b>					<b><i>Spring Semester Second Year</i></b>				
RCP	111	Therapeutics/Diagnostics	0	5	RCP	211	Adv Monitoring/Procedures	0	4
RCP	115	C-P Pathophysiology	0	2	RCP	215	Career Prep-Adv Level	0	1
RCP	135	Clinical Practice I	15	5	RCP	237	RCP Clinical Practice IV	21	7
PSY	150	General Psychology	0	3	COM	120	Introduction to Interpersonal Communication <b>or</b>		3
ENG	112	Argument-Based Research <b>or</b>		3	COM	231	Public Speaking	0	<u>3</u>
ENG	113	Literature-Based Research <b>or</b>		3				21	15
ENG	114	Professional Research and Reporting	0	<u>3</u>					
			15	18					
<b><i>Summer Semester First Year</i></b>					<b>Total Hours</b>				
RCP	112	Patient Management	0	4					<b>73</b>
RCP	144	RCP Clinical Practice II	12	<u>4</u>					
			12	8					

\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

**AWARD: Associate in Applied Science Degree**

## **SIMULATION AND GAME DEVELOPMENT**

The Simulation and Game Development curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management.

Students will receive hands-on training in design, 3D modeling, and programming for the purpose of creating simulations and games.

Graduates should qualify for employment as designers, artists, animators, programmers, testers, quality assurance analysts, engineers and administrators in the entertainment industry, health care, education, corporate training, and government organizations.

### **Program Learning Outcomes:**

Graduates of the WCC Simulation and Game Development Program will:

- Pursue best information in the design and documentation of a basic simulation or game.
- Implement and maintain a simulation or game in a computer language or within a game engine.
- Test a simulation or game.
- Use appropriate terminology within the game industry for the purpose of analyzing the financial and contractual obligations.
- Develop original graphical content to be utilized within a game or simulation project.
- Be exposed to uses of game technology for non-gaming purposes.
- Examine the underlying assumptions of a game in order to provide levels and obstacles that promote a consistent environment.

## SIMULATION AND GAME DEVELOPMENT - A25450

### Associate Degree

#### Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills		1	CSC	151	JAVA Programming		3
CIS	115	Introduction to Programming and Logic		3	SGD	274	Level Design II		3
GRD	151	Computer Design Basics		3	WEB	115	Web Markup and Scripting		3
SGD	111	Introduction to SGD		3			Social/Behavioral Sciences (recommend PSY 150)		3
SGD	112	SGD Design I		3			COE 111* or Elective**		<u>1/3</u>
SGD	114	3D Modeling I		<u>3</u>					13/15
				16					
<i>Spring Semester First Year</i>					<i>Spring Semester Second Year</i>				
ENG	111	Expository Writing		3	BUS	139	Entrepreneurship I		3
SGD	113	SGD Programming I		3	SGD	134	SG Quality Assurance		3
SGD	174	Level Design I		3	SGD	171	Flash SG Programming		3
SGD	212	SGD Design II		3	SGD	289	SGD Project		3
SGD	214	3D Modeling II		<u>3</u>			Humanities/Fine Arts (recommend HUM 160)***		<u>3</u>
				15					15
<i>Summer Term First Year</i>					<b>Total Hours</b>				<b>65/67</b>
ENG	112	Argument-Based Research <b>or</b>		3					
ENG	113	Literature-Based Research							
MAT	140	Survey of Mathematics		<u>3</u>					
				6					

\*If a student has completed prior co-op class(s), any of the following course numbers may be used: COE 121, 131, or 211..

\*\*Elective to be chosen from CSC 251, SGD 135, SGD 158, SGD 213, SGD 271, WEB 215.

\*\*\*Foreign Language courses may not be used as a humanities/fine arts elective for this program of study.

**AWARD: Associate in Applied Science Degree**

## **SIMULATION AND GAME DEVELOPMENT - D25450**

### **Diploma**

#### **Course Requirements**

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills		1	ENG	112	Argument Based Research <b>or</b>		3
CIS	115	Introduction to Programming and Logic		3	ENG	113	Literature Based Research		
GRD	151	Computer Design Basics		3	MAT	140	Survey of Mathematics		3
SGD	111	Introduction to SGD		3	SGD	289	SGD Project		<u>2</u>
SGD	112	SGD Design I		3					9
SGD	114	3D Modeling I		<u>3</u>					
				16					
<i>Spring Semester First Year</i>									
ENG	111	Expository Writing		3					
SGD	113	SGD Programming I		3					
SGD	134	SG Quality Assurance		3					
SGD	174	Level Design I		3					
SGD	212	SGD Design II		<u>3</u>					
				15					
<b>AWARD: Diploma</b>									
					<b>Total Hours</b>				<b>40</b>



# Workforce Development and Community Services

## (Corporate and Continuing Education)

### **Purpose**

Wilkes Community College offers a wide range of continuing education (non-credit) courses throughout Alleghany, Ashe and Wilkes counties that are designed for personal and professional enrichment. Courses include licensing and certification programs; specialized workforce skills training; public safety (fire, emergency services, and law enforcement) training; special interest classes; and customized training for businesses and industries throughout the three-county service area. Additionally, the division provides college readiness training, including the Adult High School Diploma program, GED preparation, and English as a Second Language. The course offerings reflect the interests and needs of the service area and prepare students to succeed in an ever-changing workforce. Many of the courses are approved for teacher renewal credit through the local boards of education.

### **General Information**

#### *Admission*

Continuing education courses are available to adults 18 years of age and older. Certain courses are available to students 16 or older with the permission of the high school principal. Students must also meet specified admission requirements for selected courses. For additional information call the Wilkes Campus at 336-838-6203; the Alleghany Center at 336-372-5061; or the Ashe Campus at 336-846-3900. You may also email us at [continuingeducation@wilkescc.edu](mailto:continuingeducation@wilkescc.edu).

#### *Attendance*

Because attendance is pivotal to student success, students are expected to regularly attend all scheduled class meetings. Individual attendance records are maintained and retained, and students must meet attendance requirements to receive recognition for the course. Many certification and licensure courses have specific attendance requirements that must be met for successful completion of the course. In certain instances, missed class time may be made up within a specified timeframe, with the permission of the faculty, the respective program director and in accordance with state auditing and accrediting body guidelines.

#### *Certificates*

Continuing education courses do not earn college credit. Certificates, however, are awarded for the completion of some courses. Licenses, diplomas, or other forms of recognition may be awarded for specific courses by agencies outside the college upon successful completion of the specified course.

#### *Continuing Education Units (CEUs)*

Continuing Education Units (CEUs) are awarded to students who satisfactorily complete specific courses. One CEU is awarded for each ten contact hours of participation in a specific continuing education course of the college. A permanent record of each student's CEUs is maintained by the colleges. Individuals, firms, and professional organizations may use compilations of CEUs for measures of recognition or non-credit educational attainment.

#### *Class Locations*

Classes are offered at the college's campuses in Wilkes, Ashe and Alleghany counties and in various other locations throughout the three-county service area. Customized training courses are often offered at specific businesses or industries.

#### *Online Courses*

A wide variety of online continuing education courses are available through the college. Typically, students have the option of logging in to the courses through the Internet at times

that are most convenient to them. Examples of online courses are Computer Applications, Web and Graphic Design, Grant Proposal Writing, Personal Finance and Enrichment, Medical Terminology, and many others.

### *Class Hours and Schedule*

Class times and meeting schedules vary. Students should consult the continuing education course schedule (available at [www.wilkescc.edu](http://www.wilkescc.edu)) or contact the Wilkes Campus at 336-838-6203; the Allegheny Center at 336-372-5061; or the Ashe Campus at 336-846-3900 for details on meeting time and dates.

### *Course Registration*

Students are encouraged to pre-register for courses through email or in person. Specific courses, particularly allied health courses, require pre-registration and payment of fees in advance of the first class meeting date.

### *Fees*

The registration fees for continuing education courses vary and are based on the number of hours for the course. Self-supporting course fees also vary, depending on the instructional costs, including the cost for the instructor and any textbooks, supplies and materials. In accordance with North Carolina statutes in effect at the time of the registration, registration fees for qualifying individuals may be waived for specified continuing education courses. There are no charges for College Readiness courses offered through continuing education.

### *Course Repetition*

Students who take the same occupational extension course more than twice within a five-year period are required to pay a registration fee based upon a pro-rata share of the full cost of instruction. This provision is waived if the course is required by the standards governing the certification or licensure in which the student is enrolled.

### *Minimum Enrollment Requirements*

Courses are generally offered with a minimum enrollment of ten students. The College reserves the right to determine the minimum number of students required for the course to be offered.

## **Divisions**

In order to ensure optimal service for all individuals, organizations, businesses and industries, Workforce Development and Community Service courses are offered through divisions that closely align related continuing education and curriculum programming. These divisions are College Readiness, Business and Public Service Technologies, Health Sciences, and Industrial and Workforce Development.

## **College Readiness (AHS/GED/ESL)**

The following offerings are available through the College Readiness Division:

The College Readiness Division provides a range of opportunities for adults who have not completed a high school credential or who are functioning below high school level to: become literate; obtain the knowledge and skills necessary for employment and self-sufficiency; complete secondary education; for parents, to obtain the educational skills necessary to become full partners in the educational development of their children; and, for persons whose first language is other than English, to acquire English language proficiency.

Offerings available through the College Readiness Division include Adult High School Diploma (AHS), Adult Basic Education (ABE), English as a Second Language (ESL), General Education Development (GED), and Family Literacy. Through these programs, adults improve their reading, writing, mathematics, and communications skills. Students may study at various sites in the community as well as online. Basic Skills Plus and Accelerating Opportunity are new programs that provide employability skills, job-specific occupational and technical skills, and developmental education, to students who are dual enrolled in curriculum and the GED or AHS

program. College Readiness classes are free and most offer flexible scheduling. Some classes are available online through the Distance Learning program.

### *Adult High School Diploma (AHS)*

The Adult High School Diploma program is offered to adults age 18 or older. When appropriate, consideration may be given to enrolling persons age 16 or 17 who are not currently enrolled in public schools. Programs of study are of sufficient duration and intensity to enable adults to develop the competencies necessary for this diploma. Instruction is offered in a classroom setting or through supervised, individual, or programmed learning activities. AHS courses can also be taken online. Credit is given for all comparable course work completed through an accredited public, private, home, or foreign school system as shown on the high school transcript. A minimum of two credits must be earned through the community college College Readiness program. Students must complete all the course work outlined in the curriculum for:

English

Social Studies

Mathematics

Science

Health/PE

Transition Course

Electives

Graduates of this program are awarded diplomas jointly by the Board of Education in the county of residence and Wilkes Community College. There is a small required graduation fee.

### *Adult Basic Education (ABE)*

The Adult Basic Education program is designed for adults who have not completed a high school credential or who function academically below the high school level in one or more subject areas. Courses are available to assist adults in reaching competencies in reading, mathematics, and English. Students will begin their programs of study at their individual levels and advance at their own pace.

### *English as a Second Language (ESL)*

This program is designed to assist persons whose first language is not English in acquiring English language proficiency and cultural skills needed to succeed in the local community as family members, citizens, and workers. Competencies are acquired in the areas of speaking, listening, reading, and writing. Classes may be available on request to prepare students for the U. S. citizenship examination and to prepare students for the GED tests. Worksite ESL classes can also be arranged on request.

### *General Education Development (GED)*

The high school equivalency program makes it possible for adults to take the Tests of General Education Development (GED). This series of tests in core academic subjects permits participants to demonstrate mastery and thus be awarded the GED diploma issued by the State Board of Community Colleges.

Candidates are eligible for testing if they are enrolled in a Basic Skills class and meet all testing requirements. Instruction is offered in a classroom setting or through supervised individual programmed learning activities. GED preparation can also be taken online through the Distance Learning program. There is no charge for the instructional program; however, a fee of is required for taking the GED test.

### *Family Literacy*

Family Literacy sites are maintained by WCC Basic Skills in collaboration with other community partners to provide family literacy instruction, which encompasses an integrated program of adult education, early childhood education, parenting education, and parent-and-child activities. Child care is provided at these locations. Adult students are enrolled in the WCC

Adult Basic Education, ESL, GED or Adult High School curricula. Parenting topics such as nutrition, strategies for discipline and financial literacy are addressed as needed, and children are prepared for entry into school.

## **Business and Public Service Technologies**

The following offerings are available through the Business and Public Service Technologies Division:

### **Public Safety**

#### **Law Enforcement Training**

The Law Enforcement Training department offers comprehensive training programs designed to enhance the performance of all certified law enforcement personnel. The goal is to provide the most up-to-date training for law enforcement officers, supervisors, department heads, telecommunicators, detention officers, and detention administrators. The department is committed to offering timely, professional training to the entire law enforcement community. Courses mandated by the North Carolina Department of Justice, Criminal Justice Training and Standards Commission, and the North Carolina Sheriffs' Commission are conducted by a highly qualified and certified group of experienced instructors. These courses include Basic Law Enforcement Training (BLET), Detention Officer Certification, Telecommunication Certification, General Instructor Certification, Radar Operator, Radar Recertification classes, and Telecommunicator Certification. Several in-service classes are offered each year in addition to mandated training.

The department continues to update the training program to ensure that the latest and most effective training is provided to law enforcement officers. Input from local, state, and federal law enforcement agencies is requested as part of the process of developing a yearly training calendar. Additional courses are added as specific training needs occur throughout the year. All required in-service training courses for law enforcement officers, detention officers and telecommunicators are offered at various times during the year.

The Basic Law Enforcement Training course provides the required training to individuals who are interested in pursuing law enforcement careers in North Carolina. Students must pass all requirements of the program and a state comprehensive examination administered by the North Carolina Training and Standards Commission prior to being eligible to be certified as a law enforcement officer in North Carolina. For further information call (336) 838-6217.

#### **Fire and Rescue Services**

##### *Advanced Cardiac Life Support (ACLS)*

This course follows the standard American Heart Association guidelines. It provides physicians, nurses, paramedics and other health care providers with information concerning advanced management of the cardiac patient.

##### *Cardiopulmonary Resuscitation (CPR) and First Aid*

Wilkes Community College offers various training courses in CPR and first aid that provide certification by the American Heart Association. These courses provide individuals with instruction and skill development in adult, child, and infant foreign body airway obstruction

as well as adult, child, and infant cardiopulmonary resuscitation. Also, training in automated external defibrillation is available.

##### *Driver/Operator*

This series of classes provides the firefighter with certification and training in fire service pump operations and aerial operations. These courses include Emergency Vehicle Driving, Trailer Towing Operations, Introduction to Pumps, Basic Pump Operations, Pump Maintenance, Sprinklers and Standpipes, Pump Hydraulics, Service testing, Pump Water Supply, Introduction to Aerials, Basic Aerial Operations, Aerial Maintenance, and Aerial Testing.

##### *Fire Fighter I and II*

Due to the many changes involved in the fire service, Wilkes Community College in cooperation with the North Carolina Fire Commission, has adopted the Fire Fighter I and II programs. The

total program consists of 345 hours and is divided into many subject areas. It is offered to agencies upon request in classes ranging in length from 3 to 38 hours. Topics include: building construction, emergency medical care, fire alarms and communications, fire behavior, fire control, fire department orientation and safety, fire hose appliances and streams, fire prevention and education, fire cause, foam fire streams, forcible entry, hazardous materials awareness and operations, ladders, overhaul, personal protective equipment, portable fire extinguishers, rescue, ropes, salvage, sprinklers, ventilation, and water supplies.

#### *Hazardous Materials*

Accidents involving hazardous materials are becoming more prevalent and more serious every day. The Hazmat programs at Wilkes Community College train emergency services and industrial personnel in various aspects of hazardous materials emergencies. This program includes certification by the North Carolina Fire and Rescue Commission in Hazardous Materials Responder.

#### *Homeland Security*

Wilkes Community College offers various courses for Homeland Security. These include courses for the National Incident Management System and the Incident Command System. Such courses include Incident Command System (ICS) for Single Resources and Initial Action Incidents (ICS-200), Intermediate Incident Command System (ICS) for Expanding Incidents (ICS-300), and Advanced Incident Command System (ICS) Command and Complex Incidents (ICS-400). Many other specialty courses are available.

#### *Instructor Level 1 & 11*

The Instructor 1 & 11 program will present the instructor candidate with the knowledge, skills, and abilities needed to satisfy the requirements of Chapter 4 and 5 of NFPA 1021: Standard for Fire Service Instructor Professional Qualification. Candidates must meet the required prerequisites to take this course. Candidates successfully completing the course will be eligible to take the appropriate NC Fire and Rescue Commission state certification examination. This program will also fulfill requirements for Fire Officer Certification.

In addition, extra information will be added to fulfill requirements for NC Emergency Medical Services Instructor Level 1. This credential will be issued from the NC Office of Emergency Medical Services.

#### *NCRIT NC Rapid Intervention Team*

The NCRIT program is 40 hours of learning spread over three individual courses. The individual courses are: Mayday, Firefighter Survival, and Rapid Intervention. Successful completion of all three courses will earn the firefighter certification in NC Rapid Intervention Team from the NC Fire and Rescue Commission.

#### *Northwest Fire and Rescue College*

The Northwest Fire and Rescue College is a weekend school held the first weekend in November. This school offers multiple classes to meet the needs and demands of the entire emergency services community. Types of courses offered may include firefighter and technical rescuer certification courses, fire and rescue specialty courses, hazardous materials training, arson detection, fire investigation, wildland firefighting, emergency medical services training, leadership development, and many more.

#### *Pediatric Advanced Life Support (PALS)*

The P.A.L.S. course is designed to certify Emergency Medical Personnel in Pediatric Advanced Life Support through the American Heart Association. This course teaches the proper evaluation and treatment of a pediatric patient in cardiopulmonary arrest. Upon successful completion, the student will be awarded P.A.L.S. certification from the American Heart Association. Prerequisite: It is desirable but not required that an ALS certification be held.

#### *Search and Rescue (SAR)*

Search and rescue training involves locating lost persons and removing them from danger. Classes to train SAR personnel include: incident command, mantracking, land navigation, search management, and wilderness survival. Other rescue classes such as mountain rescue and high level rescue complement the program.

### *Specialized Firefighter Training*

In addition to the Firefighter I and II certification program, the college offers specialized and customized training programs for the firefighter. These programs include rapid intervention teams, calling the Mayday, live structural burn, LP gas fires, wildland firefighting, clandestine drug labs and bombs, arson detection, and more.

### *Specialized Rescue Training*

In addition to the TR program, the college offers other specialized and customized training programs for the rescue provider. These include, but are not limited to: high angle rescue, wilderness/mountain rescue, search and rescue (SAR), automobile extrication, bus and heavy vehicle extrication, new vehicle technology, agricultural machinery rescue, ATV use in fire/rescue services, and more.

### *Technical Rescuer (TR)*

This certification program will present the student with the knowledge, skills, and ability to satisfy the requirements of Chapter Five (General) of NFPA 1006: Standard for Technical Rescue Professional Qualifications. Topics included in this course are: Rescue Operations for the Technical Rescuer, Personal Protective Equipment, Rescue Equipment, Helicopter Transport, Rescue Rigging, Ropes, and Victim Management.

### *Technical Rescuer Specialty*

Wilkes Community College also offers specialty training programs for the Technical Rescuer that are eligible for certification through the N.C Fire and Rescue Commission. These include Vehicle and Machinery Rescue (VMR), Ropes, Trench, Structural Collapse, Confined Space, Surface Water Rescue, and Agricultural Rescue.

### *Terrorism*

Wilkes Community College offers courses for Domestic Preparedness for Terrorism. Some of these courses include National Fire Academy certification. Courses available include: Emergency Response to Terrorism: Basic Concepts; Emergency Response to Terrorism: Tactical Considerations for Company Officers; Emergency Response to Terrorism: Tactical Considerations for Hazardous Materials, Emergency Response to Terrorism: Tactical Considerations for EMS; Domestic Preparedness for Terrorism; Decontamination and others.

## **Health Sciences**

The following offerings are available through the Health Sciences Division:

### *Emergency Medical Technician (EMT)*

This continuing education training program provides students with training at various levels of EMT certification. Emergency Medical Technician training is offered to full-time professionals and volunteers. The various levels of certification offered at Wilkes Community College are: Medical Responder, EMT-Basic, EMT-Intermediate, and EMT-Paramedic. Those persons successfully completing each course will be eligible for state certification through the N.C. Office of Emergency Medical Services. Prerequisites to enter these courses include a minimum of a high school diploma or general education development (GED); and successful completion of an entrance examination assessing basic skills competency in reading, language, and math.

## **Health Occupations**

### *Nurse Aide I*

Nursing Assistant training is an extensive 192 hour course, which includes instruction in theory, lab, and supervised clinical experience. Students will learn how to provide basic nursing care, which includes bathing, grooming, dressing, feeding, toileting, exercising, etc. Several non-sterile skills are also included. Upon successful course completion, students are instructed how to apply for the NC State Competency Exam and listing on the NC Nurse Aide-I Registry in Raleigh. This course is a prerequisite for the Associate Degree in Nursing Program.

Conviction of certain crimes and/or results of drug screening, under the law, may prevent a student from obtaining clinical training and/or employment. Special admissions procedures, including placement testing (a minimum 9th grade level in math and reading), are required for this course. For complete information call (336) 838-6203.

### *Nurse Aide II*

The Nurse Aide II (180 hours) is designed to prepare students to function under the supervision of a professional nurse performing certain sterile nursing procedures and tasks involved in the person's care. Upon satisfactory completion of the course and the skills/competency evaluation, graduates are eligible to apply for listing on the North Carolina Board of Nursing Nurse Aide II registry in Raleigh. Prerequisites include current NC NA I certification, high school diploma or GED, proof of active NA I employment in the last 12 months or completed the Wilkes Community College NA I course in the last six months, valid American Heart Association CPR certification (not Red Cross), and up-dated immunizations. Pre-registration is mandatory. For complete information call (336) 838-6203.

#### *Nurse Aide Refresher*

The Nurse Aide Refresher course (35 Hours) is designed primarily for nursing assistants who have successfully completed an approved Division of Health Service Regulation training program but have let their certification lapse (no more than 48 months) or someone coming from another state and needing to be listed on the NA-I registry in NC. Applicants must provide proof of previous NA-I certification. The course includes theory review, skills practice, and practice testing. Upon successful completion of the refresher course, the student will be eligible to apply for the N.C. State Competency Test. Pre-registration is mandatory due to eligibility requirements. For complete information call (336) 838-6203.

#### *Geriatric Aide*

The 160 hour Geriatric Aide course provides advanced training for the Nurse Aide-I. The course curriculum is focused on geriatric care with an emphasis on person-centered care concepts, hydration, nutrition, mental health, dementia, behavioral challenges, pain management, palliative care and stress management. Upon successful completion, students are eligible for listing as a Geriatric Nurse Aide with the North Carolina Nurse Aide Registry. Pre-registration is mandatory. To be enrolled in this course, a student must show proof of satisfactorily completing an approved NC Division of Health Service Regulation Nurse Aide-I Training program with current listing on the NC Nurse Aide-I Registry, have current American Heart Association CPR certification and provide proof of a *minimum* 6 months employment working with older adults. For complete information call (336) 838-6204.

#### *Pharmacy Technician Training*

This course (96 hours) is designed for individuals who will be trained to work under the supervision of a pharmacist. The course provides students with basic knowledge and skills required to work as technicians in a pharmacy. Upon completion, students may apply to the Pharmacy Certification Training Board (PCTB) to take the National Examination for Certification of Pharmacy Technicians (CPhT). For complete information call (336) 838-6204.

#### *Phlebotomy*

This course is 180 hours and provides a general overview of specimens for routine laboratory testing, including drawing blood for tests. Students practice on each other in class/lab prior to their clinical rotation. Upon completion, students will be well-trained, proficient, and employable phlebotomists. Students must have a high school diploma or GED and pre-registration is mandatory. For complete information call (336) 838-6203.

#### *Medication Aide*

This 24 hour course covers the basic preparation for administration of medications by a Nurse Aide-I in a variety of settings. The course is designed to prepare persons to take the State Competency Test required for listing on the NC Medication Aide Registry. Pre-registration and screening is mandatory. Applicant must be currently listed on the NC Nurse Aide-I registry in Raleigh. No absences allowed.

#### *Massage and Bodywork Therapy*

This is an extensive 660 contact hour course with class/lab, practical "hands-on" training between classmates, and an additional client/clinical component. A wide variety of subjects are taught, such as: anatomy and physiology, Swedish massage, NC laws and rules, professionalism, confidentiality and ethics, Eastern massage therapies, hydrotherapy and spa applications, pregnancy and prenatal massage, chair massage, tai chi body mechanics, kinesiology, psychology and communication, sports massage, deep tissue massage, Oriental bodywork, aromatherapy, and business practices, to name a few. Upon successful course completion, the student is well-trained, has obtained a strong foundation for professional

practice, and is prepared for both the North Carolina licensure application and the Massage and Bodywork Licensing Exam. Persons must be a licensed massage and bodywork therapist in order to legally practice massage in the state of North Carolina. In order to become licensed, a person must complete a minimum of a 500-hr program in massage therapy from a board approved school, pass the Massage and Bodywork Licensing Exam (MBLEx), and be of good moral character as determined by the NC Board of Massage and Bodywork Therapy. The NC Board of Massage and Bodywork Therapy may deny a person a license to practice massage if they have a criminal record or are otherwise found to not be of good moral character. Special admissions procedures, including a *mandatory* orientation day, are required for this course. For information call the Wilkes Campus at (336) 838-6411.

**Health Occupations Attendance and Grading:** Nursing Assistant and Phlebotomy are "60 minute contact hour" classes with *one* make-up day provided. Students absent beyond this make-up day are dropped from class, regardless of reason. Also, students must score 80 or above on each test to remain in the class. One retest is offered. If a retest score is below 80, the student is dropped from the class.

## **Industrial and Workforce Development**

The following offerings are available through the Industrial and Workforce Development Division.

### *Business and Industry Division*

Wilkes Community College enhances and supports the workforce and economic development of the region through various programs offered through the North Carolina Community College System.

Customized Training provides essential training for North Carolina businesses and industries that is developed specifically for their needs. The college uses individualized needs assessments and consultations to design and implement targeted, customized training for businesses and industries that need to upgrade workers' skills because of technological or process advances or job growth.

### *Community Services/Personal Enrichment*

The community services program offers a variety of special interest courses that enhance the quality of life throughout our service area. Courses provide skills in various avocational areas, creative activities, and personal and academic interest areas.

### *Computer Courses*

Computer courses are taught at various locations throughout our three-county service area, ranging from beginner through advanced training. Certifications offered include CISCO and A+. All courses, excepting UNIX and Quickbooks, are approved for teacher renewal credit through the Wilkes County Board of Education.

### *Human Resources Development*

The Human Resources Development (HRD) department provides employability skills training, skill assessment services, and career development counseling for unemployed and underemployed adults. The HRD program addresses six core components: assessment of the student's assets and liabilities; development of a positive self-concept; development of employment skills; development of communication skills; development of problem-solving skills; and development of awareness of technology in the workplace. Students enrolled in HRD courses receive assistance with applications, job interview skills, computerized job searches, and résumé preparation. Tuition and fees for HRD courses vary and may be waived for individuals who are unemployed, have received notice of a pending layoff or who meet specific income guidelines.

### *JobLink Centers*

Wilkes Community College is a partner in the three JobLink Career Centers in our service area. The Wilkes JobLink is located Midtown Plaza in North Wilkesboro. The Alleghany JobLink



is co-located with the Blue Ridge Business Development Center and the Alleghany Center of WCC in Sparta. The JobLink Center in Ashe County is located at Ashe Family Central in Jefferson.

The JobLink centers provide comprehensive programs and services for those seeking employment through partnerships with a variety of organizations. Partners in each center include Wilkes Community College, the Division of Employment Security, the Urban League, Vocational Rehabilitation, Workforce Investment Act services, Human Resources Development, and Department of Social Services/Workfirst.

Most of the JobLink Center services are provided at no cost to the customer. The centers work with jobseekers in either finding employment or in receiving training for employment. Customers may sign up for employment services, use the center's computer resources for job seeking, receive a vocational evaluation and receive assistance with developing a résumé and preparing for a job interview.

The centers also work with local businesses and industries, emphasizing services to small businesses in each county. Each center has a Business Services Representative who works to identify the needs of businesses and offers information and resources to meet those needs. Businesses may use the JobLink to recruit potential employees who have been assessed by the center to meet the requirements of that specific employer. The centers also facilitate job fairs, focus groups, and career panels to meet the needs of jobseekers and employers. Services can be tailored to a specific business to meet its training and hiring requirements. Additionally, the centers coordinate rapid response efforts during a company's downsizing or closing.

### *Occupational Training*

Occupational Extension courses are designed to prepare students for entry into an occupation, to upgrade the occupational skills of already-employed individuals or to retrain students for new fields of work. These are generally stand-alone courses and many lead to state licensure or certification.

The courses are open to anyone age 18 or older who may benefit from the training. Certain courses may be available to 16 and 17 year old students with the permission of the local school board. Selected programs have specific requirements that must be met prior to admission to the course. The costs for the courses vary based upon the number of contact hours. Books and supplies for the courses are available from the college bookstore and are the responsibility of the students.

Occupational extension courses are intended to meet the employment needs in the WCC service area. Courses offered include management, supervision and leadership; heating and air conditioning (HVAC); metal working; construction occupations; electrical and electronics; horticulture and landscaping; arborist; cosmetology; languages; office skills training; quality standards; welding; real estate; and many others.

### *Small Business Center*

The Small Business Center (SBC) serves the special needs of the entrepreneurial and business community in Alleghany, Ashe, and Wilkes counties. Among the services offered to small businesses are free one-on-one management consultation, quality workshops and seminars, special courses, and a network of consultants. Access to books, videos and literature is also available.

Each semester the SBC offers seminars, workshops and short courses in the basic skills required to start and operate a successful business. Topics include How to Start a Business, Financing Your Small Business, How to Develop and Write a Business Plan, Advertising and Marketing Your Business and Recordkeeping and Taxes. In addition to these core seminars, the SBC offers additional educational programs tailored to the needs of the business community in our three counties.

One-on-one counseling sessions for existing and prospective small businesses are also available to help ensure our customers' success. Counseling may be provided by the SBC director or by our extensive range of partners, including state, federal and local agencies. All services of the SBC are provided free of charge.

### *Workforce Investment Act (WIA)*

The federally-funded Workforce Investment Act (WIA) is designed to assist unemployed or under employed individuals with becoming self-sufficient. Individuals who are enrolled in WIA through the college may receive assistance with tuition and fees, childcare, travel, on-the-job training incentives and job placement. Eligibility for services is determined on an individual basis depending on the requirements in place at the time of the individual's enrollment.

The WIA program is available at the JobLink Career Centers in each of the three counties. Prior to enrollment in the program, individuals must complete the JobLink's core services, including career information, job referrals, basic skills assessments and a résumé. If additional assistance is needed, individuals may be enrolled in intensive services.

Intensive services include career counseling and planning, specialized assessments, case management services and pre-vocational training. While in intensive services, individuals may move into occupational skills training or on-the-job training. Special consideration is given to individuals who may have lost their jobs through no fault of their own, individuals entering or returning to the workforce, individuals receiving public assistance, displaced homemakers and veterans. Interested individuals should contact their local JobLink Career Center at 336-372-9675 in Alleghany; 336-982-5627 in Ashe; or 336-651-2540 in Wilkes.

# Course Descriptions

The following section contains descriptions of courses offered by Wilkes Community College. The following example explains each component of the course description entry.

Courses that must be successfully completed prior to registering for this course

<p>General Subject</p> <p>Course Number</p> <p>Course Title</p>	<p>Class Hours</p> <p>Lab Hours*</p> <p>Clinic, Co-Op, or Shop Hours</p> <p>Credit Hours**</p>
<p><b>MFT 101    The Study of Americana Music</b></p> <p>Prerequisite: None Corequisite: None</p>	<p><b>3    2    0    4</b></p>

Courses that must be completed before or taken at the same time as this course

This course is a comprehensive study of Americana music with an emphasis on the history of MerleFest; a tribute to the late Merle Watson, son of Doc Watson.

Course Description

*\*When only three numbers are listed, the middle number always designates Lab Hours.*

*\*\*Credit Hours are always the last number.*

Course numbers consist of three digits and numbers are assigned as follows:

- The first digit indicates the year the course is normally taken. A first digit of "0" is used for Developmental Studies courses and do not earn graduation credit for any programs.
- The second digit denotes the credential for which the course is intended.
  - 100-109 and 200-209:** Courses for stand-alone certificate and diploma programs.
  - 110-189 and 210-289:** Courses for associate degree programs; these courses may also be used in certificate and diploma programs.
  - 190-199 and 290-299:** Seminar and Selected Topics courses for all programs.
- The third digit indicates the order in which the course is usually taken.
 

Example:     ART 121 Design I  
                  ART 122 Design II

Please examine each course description before registering and determine if all prerequisites have been met. Prerequisites shown are those courses that must be successfully completed before attempting further study.

## Academic Related

**ACA 115 Success and Study Skills** 0 2 1  
This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. *Students will leave this course having reflected upon their thinking skills and practiced the habit of critical thinking to improve college success.* (F,S,SS)

**ACA 122 College Transfer Success** 1 0 1  
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. Approved for transfer as a pre-major and/or elective course. (On Demand) *Only Career and College Promise students, enrolled in a Core 44 College Transfer Pathway, may register for this course.*

**ACA 220 Professional Transition** 1 0 1  
This course provides preparation for meeting the demands of employment or education beyond the community college experience. Emphasis is placed on strategic planning, gathering information on workplaces or colleges, and developing human interaction skills for professional, academic, and/or community life. Upon completion, students should be able to successfully make the transition to appropriate workplaces or senior institutions. (S) *This course does not substitute for ACA 115.*

## Accounting

**ACC 115 College Accounting** 3 2 4  
This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization. (F)

**ACC 120 Principles of Financial Accounting** 3 2 4  
This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision making and address ethical considerations. Approved for transfer as a pre-major and/or elective course. (F) *Online-(F)*

**ACC 121 Principles of Managerial Accounting** 3 2 4  
**Prerequisite: ACC 120**  
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting, and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. Approved for transfer as a pre-major and/or elective course. (S) *Online-(S)*

**ACC 129 Individual Income Taxes** 2 2 3  
This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. (S)

<b>ACC 140 Payroll Accounting</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>Prerequisite: ACC 115 or ACC 120</b>			
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. (F) <i>Online-(S)</i>			
<b>ACC 150 Accounting Software Applications</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>Prerequisite: ACC 115 or ACC 120</b>			
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. (S) <i>Online-(F)</i>			
<b>ACC 220 Intermediate Accounting I</b>	<b>3</b>	<b>2</b>	<b>4</b>
<b>Prerequisite: ACC 120</b>			
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. (F)			
<b>ACC 221 Intermediate Accounting II</b>	<b>3</b>	<b>2</b>	<b>4</b>
<b>Prerequisite: ACC 220</b>			
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. (S)			
<b>ACC 225 Cost Accounting</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ACC 121</b>			
This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. (F)			
<b>ACC 269 Audit and Assurance Services</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ACC 220</b>			
This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing, and other assurance services. Topics will include planning, conducting, and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology. (S)			

## **Air Conditioning, Heating, and Refrigeration**

<b>AHR 110 Introduction to Refrigeration</b>	<b>2</b>	<b>6</b>	<b>5</b>
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade. (F,SS)			

**AHR 114 Heat Pump Technology** 2 4 4  
**Prerequisite:** AHR 110 or AHR 113  
 This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures. (On Demand)

**AHR 211 Residential System Design** 2 2 3  
 This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system. (F)

## Alternative Energy Technology

**ALT 110 Biofuels I** 3 0 3  
 This course is designed to provide an introduction to the fundamentals of biobased fuels. Emphasis is placed on proper handling and use guidelines, basic chemistry of biofuels, production methods, and the social, environmental, and economic impacts of biofuels. Upon completion, students should be able to demonstrate a general understanding of biofuels. (F,S)

## Anthropology

**ANT 210 General Anthropology** 3 0 3  
**Prerequisite:** ENG 110 or 111  
 This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. Approved for transfer as a general education core course in Social/Behavioral Sciences. (On Demand)

**ANT 220 Cultural Anthropology** 3 0 3  
**Prerequisite:** ENG 110 or 111  
 This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. Approved for transfer as a general education core course in Social/Behavioral Sciences. (On Demand)

**ANT 221 Comparative Cultures** 3 0 3  
**Prerequisite:** ENG 110 or 111  
 This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. Approved for transfer as a general education core course in Social/Behavioral Sciences. (On Demand)

## Architecture

**ARC 111 Introduction to Architectural Technology** 1 6 3  
 This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic

techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards. (F)

**ARC 112 Construction Materials and Methods 3 2 4**

This course introduces construction materials and their methodologies. Topics include construction terminology, materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties. (F)

**ARC 113 Residential Architectural Technology 1 6 3**

**Prerequisite:** ARC 111

**Corequisite:** ARC 112

This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards. (S)

**ARC 114 Architectural CAD 1 3 2**

This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards. (F)

**ARC 114A Architectural CAD Lab 0 3 1**

**Corequisite:** ARC 114

This course provides a laboratory setting to enhance architectural CAD skills. Emphasis is placed on further development of commands and system operation. Upon completion, students should be able to prepare and plot scaled architectural drawings. (F)

**ARC 132 Specifications and Contract 2 0 2**

**Prerequisite:** ARC 112

This course covers the development of written specifications and the implications of different contractual arrangements. Topics include specification development, contracts, bidding material research, and agency responsibilities. Upon completion, students should be able to write a specification section and demonstrate the ability to interpret contractual responsibilities. (S)

**ARC 211 Light Construction Technology 1 6 3**

**Prerequisite:** ARC 111

**Corequisite:** ARC 112

This course covers working drawings for light construction. Topics include plans, elevations, sections, and details; schedules; and other related topics. Upon completion, students should be able to prepare a set of working drawings which are within accepted architectural standards. (SS)

**ARC 213 Design Project 2 6 4**

**Prerequisites:** ARC 111, ARC 112, and ARC 114

This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents. (S)

**ARC 220 Advanced Architectural CAD 1 3 2**

**Prerequisite:** ARC 114

This course provides file management, productivity, and CAD customization skills. Emphasis is placed on developing advanced proficiency techniques. Upon completion, students should be able to create prototype drawings and symbol libraries, compose sheets with multiple details, and use advanced drawing and editing commands. (S)

<b>ARC 221 Architectural 3-D CAD</b>	<b>1</b>	<b>4</b>	<b>3</b>
<b>Prerequisite: ARC 114</b>			
This course introduces architectural three-dimensional CAD applications. Topics include three-dimensional drawing, coordinate systems, viewing, rendering, modeling, and output options. Upon completion, students should be able to prepare architectural three-dimensional drawings and renderings. (S)			
<b>ARC 230 Environmental Systems</b>	<b>3</b>	<b>3</b>	<b>4</b>
<b>Prerequisites: ARC 111 and MAT 121, MAT 151, MAT 161, MAT 171 OR MAT 175</b>			
This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations. (F)			
<b>ARC 240 Site Planning</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisite: ARC 111 or LAR 111</b>			
This course introduces the principles of site planning, grading plans, and earthwork calculations. Topics include site analysis, site work, site utilities, cut and fill, soil erosion control, and other related topics. Upon completion, students should be able to prepare site development plans and details and perform cut and fill calculations. (S)			
<b>ARC 264 Digital Architecture</b>	<b>1</b>	<b>3</b>	<b>2</b>
<b>Prerequisite: ARC 114</b>			
This course covers multiple digital architectural techniques. Topics include spreadsheets and word processing procedures, online resources, modems, e-mail, image capture, multimedia, and other related topics. Upon completion, students should be able to transmit/receive electronic data, create multimedia presentations, and produce a desktop publishing document. (S)			

## Art

<b>ART 111 Art Appreciation</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites: ENG 080 and RED 080 or DRE 097 or placement in DRE 098 or ENG 110 or 111</b>			
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. Approved for transfer as a general education core course in Humanities/Fine Arts. Online (F,S,SS)			
<b>ART 114 Art History Survey I</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites: ENG 080 and RED 080 or DRE 097 or placement in DRE 098 or ENG 110 or 111</b>			
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. Approved for transfer as a general education core course in Humanities/Fine Arts. Online-(F)			
<b>ART 115 Art History Survey II</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites: ENG 080 and RED 080 or DRE 097, or placement in DRE 098 or ENG 110 or 111</b>			
This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. Approved for transfer as a general education core course in Humanities/Fine Arts. Online-(S)			
<b>ART 117 Non-Western Art History</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion,			



students should be able to demonstrate a historical understanding of art as a product reflective of non-Western social and cultural development. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**ART 121 Two-Dimensional Design 0 6 3**

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. Approved for transfer as a pre-major and/or elective course. (On Demand)

**ART 131 Drawing I 0 6 3**

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. Approved for transfer as a pre-major and/or elective course. (F)

**ART 132 Drawing II 0 6 3**

**Prerequisite: ART 131**

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. Students will demonstrate various methods in the rendering and representation of landscape, still life, and figure drawing. Approved for transfer as a pre-major and/or elective course. (S)

**ART 240 Painting I 0 6 3**

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. Approved for transfer as a pre-major and/or elective course. (F)

**ART 241 Painting II 0 6 3**

**Prerequisite: ART 240**

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. Approved for transfer as a pre-major and/or elective course. (S)

**ART 244 Watercolor 0 6 3**

This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media. Approved for transfer as a pre-major and/or elective course. (On Demand)

**ART 283 Ceramics I 0 6 3**

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. Approved for transfer as a pre-major and/or elective course. (On Demand)

## **Automation and Robotics**

**ATR 111 Automation Systems 2 3 3**

This course introduces automation in today's industrial environment and provides an overview of the many different elements which form an automation system. Topics include hydraulics/

pneumatics, sensors/transducers, electronic motor controls, input/output interfaces between PLCs/sensors/transducers, and analysis of malfunctions based on measurements, physical symptoms, operating history, and observations. Upon completion, students should be able to understand the operation of various elements in an automation system.

**ATR 112 Intro to Automation** 2 3 3

This course introduces the basic principles of automated manufacturing and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

**ATR 211 Robot Programming** 2 3 3

This course provides the operational characteristics of industrial robots and programming in their respective languages. Topics include robot programming utilizing teach pendants, PLCs, and personal computers; and the interaction of external sensors, machine vision, network systems, and other related devices. Upon completion, students should be able to program and demonstrate the operation of various robots.

**ATR 212 Industrial Robots** 2 3 3

This course covers the operation of advanced industrial robots. Topics include the classification of robots, activators, grippers, work envelopes, computer interfaces, overlapping work envelopes, installation, and programming. Upon completion, students should be able to install, program, and troubleshoot industrial robots.

**ATR 214 Advanced PLCs** 3 3 4

This course introduces the study of high-level programming languages and advanced I/O modules. Topics include advanced programming languages; system networking; computer interfacing; analog and other intelligent I/O modules; and system troubleshooting. Upon completion, students should be able to write and troubleshoot systems using high-level languages and complex I/O modules. (S)

**ATR 215 Sensors and Transducers** 2 3 3

This course provides the theory and application of sensors typically found in an automated manufacturing system. Topics include physical properties, operating range, and other characteristics of numerous sensors and transducers used to detect temperature, pressure, position, and other desired physical parameters. Upon completion, students should be able to properly interface a sensor to a PLC, PC, or process control system. (SS)

**ATR 218 Comp Intg Manufacturing** 2 3 3

This course introduces high technology systems which are currently being used in new automated manufacturing facilities. Topics include integration of robots and work cell components, switches, proxies, vision and photoelectric sensors, with the automated control and data gathering systems. Upon completion, students should be able to install, program, and troubleshoot an automated manufacturing cell and its associated data communications systems.

**ATR 219 Auto Sys Troubleshooting** 1 3 2

This course introduces troubleshooting procedures used in automated systems. Topics include logical fault isolation, diagnostic software usage, component replacement techniques, and calibration; safety of equipment; and protection of equipment while troubleshooting. Upon completion, students should be able to analyze and troubleshoot an automated system.

**ATR 280 Robotic Fundamentals** 3 2 4

This course covers application, programming, and maintenance fundamentals for robotic devices. Emphasis is placed on terminology, problem solving, robotic systems controls, and hands-on projects. Upon completion, students should be able to apply basic concepts in application, programming, and robotic control systems. (On Demand)

**ATR 281 Automation Robotics 3 2 4**

This course introduces the concepts and principles of automation in the manufacturing environment. Emphasis is placed on the devices used in hard and flexible automated systems, including the study of inputs, outputs, and control system integration. Upon completion, students should be able to plan, design, and implement automation to support manufacturing processes.

**ATR 282 Robotics and CIM 3 2 4**

This course covers robotics and CIM. Topics include application, programming, and maintenance of robotic devices and the relationship between robotics and CIM. Upon completion, students should be able to safely program, operate, and maintain robots and understand the relationship between robotics and CIM.

## **Automotive Body Repair**

**AUB 111 Painting and Refinishing I 2 6 4**

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards. (F)

**AUB 112 Painting and Refinishing II 2 6 4**

**Prerequisite: AUB 111**

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems. (S)

**AUB 114 Special Finishes 1 2 2**

**Prerequisite: AUB 111**

This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards. (SS)

**AUB 121 Non-Structural Damage I 1 4 3**

This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/replacing of body panels to accepted standards. (F)

**AUB 122 Non-Structural Damage II 2 6 4**

**Prerequisite: AUB 121**

This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware. (S)

**AUB 131 Structural Damage I 2 4 4**

This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion,

students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage. (F)

**AUB 132 Structural Damage II** 2 6 4

**Prerequisite:** AUB 131

This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards. (S)

**AUB 136 Plastics and Adhesives** 1 4 3

**Prerequisite:** AUB 121

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards. (SS)

**AUB 160 Body Shop Operations** 1 0 1

This course introduces the day-to-day operations of autobody repair facilities. Topics include work habits and ethics, customer relations, equipment types, materials cost and control, policies and procedures, shop safety and liabilities, and other related topics. Upon completion, students should be able to understand the general operating policies and procedures associated with an autobody repair facility. (S)

**AUB 162 Autobody Estimating** 1 2 2

**Prerequisite:** AUB 121 and AUB 131

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report. (S)

## Automotive

**AUT 114 Safety and Emissions** 1 2 2

**Prerequisite:** AUT 110 and AUT 181

This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections. (S)

**AUT 116 Engine Repair** 2 3 3

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information. (F)

**AUT 116A Engine Repair Lab** 0 3 1

**Corequisite:** AUT 116

This course is an optional lab to be used as an alternative to Co-Op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information. (F)

<b>AUT 141</b>	<b>Suspension and Steering Systems</b>	<b>2</b>	<b>3</b>	<b>3</b>
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. (S)				
<b>AUT 141A</b>	<b>Suspension and Steering Lab</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>Corequisite:</b> AUT 141				
This course is an optional lab to be used as an alternative to Co-Op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. (S)				
<b>AUT 151</b>	<b>Brake Systems</b>	<b>2</b>	<b>3</b>	<b>3</b>
This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems. (S)				
<b>AUT 151A</b>	<b>Brakes Systems Lab</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>Corequisite:</b> AUT 151				
This course is an optional lab to be used as an alternative to Co-Op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems. (S)				
<b>AUT 163</b>	<b>Adv Auto Electricity</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Prerequisite:</b> TRN 120				
This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns. (F)				
<b>AUT 163A</b>	<b>Adv Auto Electricity Lab</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>Corequisite:</b> TRN 120				
This course is an optional lab to be used as an alternative to Co-Op placement in meeting the NATEF standards for total hours. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, troubleshooting and emerging electrical/electronic systems technologies. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns. (F)				
<b>AUT 181</b>	<b>Engine Performance 1</b>	<b>2</b>	<b>3</b>	<b>3</b>
This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information. (S)				

<b>AUT 181A Engine Performance 1 Lab</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>Corequisite: AUT 181</b>			
This course is an optional lab to be used as an alternative to Co-Op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information. (S)			
<b>AUT 183 Engine Performance 2</b>	<b>2</b>	<b>6</b>	<b>4</b>
<b>Prerequisite: AUT 181</b>			
This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information. (F)			
<b>AUT 221 Auto Transm/Transaxles</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Prerequisite: AUT 161</b>			
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains. (F)			
<b>AUT 221A Auto Transm/Transax Lab</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>Corequisite: AUT 221</b>			
This course is an optional lab to be used as an alternative to Co-Op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains. (F)			
<b>AUT 231 Man Trans/Axles/Drtrains</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Prerequisite: AUT 141</b>			
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains. (S)			
<b>AUT 231A Man Trans/Axles/Drtrains Lab</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>Corequisite: AUT 231</b>			
This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a Co-Op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains. (S)			
<b>AUT 281 Adv Engine Performance</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisite: AUT 181</b>			
This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair. (S)			

# Biology

**BIO 106 Introduction to Anatomy/Physiology/Micro** 2 2 3  
**Prerequisites:** *DRE 098 or ENG 080 and RED 080, or placement in ENG 090 and RED 090 or DRE 099, or ENG 110 or 111, and MAT 060 or DMA 010, DMA 020 and DMA 030*

This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. This is a diploma level course. (F)

**BIO 110 Principles of Biology** 3 3 4  
**Prerequisites:** *DRE 098 or ENG 090 and RED 090, or placement in DRE 099 or ENG 110 or 111, and MAT 060 or DMA 010, DMA 020, and DMA 030*

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. Approved for transfer as a general education core course in Natural Science. (F)

**BIO 111 General Biology I** 3 3 4  
**Prerequisites:** *DRE 098 or ENG 090 and RED 090, or placement in DRE 099 or ENG 110 or 111, and MAT 060 or DMA 010, DMA 020, and DMA 030*

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. Approved for transfer as a general education core course in Natural Science. (F,S)

**BIO 112 General Biology II** 3 3 4  
**Prerequisite:** **BIO 111**

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. Approved for transfer as a general education core course in Natural Science. (F,S)

**BIO 120 Introductory Botany** 3 3 4  
**Prerequisite:** **BIO 110 or BIO 111**

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. Approved for transfer as a general education core course in Natural Science. (On Demand)

**BIO 130 Introductory Zoology** 3 3 4  
**Prerequisite:** **BIO 110 or BIO 111**

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. Approved for transfer as a general education core course in Natural Science. (On Demand)

**BIO 140 Environmental Biology** 3 0 3  
**Prerequisites:** *DRE 098 or ENG 090 and RED 090, or placement in DRE 099 or ENG 110 or 111, and MAT 060 or DMA 010, DMA 020, and DMA 030*

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus

on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. Approved for transfer as a general education core course in Natural Science. (S)

**BIO 140A Environmental Biology Lab** 0 3 1  
**Corequisite: BIO 140**

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. Approved for transfer as a general education core course in Natural Science. (On Demand)

**BIO 150 Genetics in Human Affairs** 3 0 3  
**Prerequisite: BIO 110 or BIO 111**

This course describes the importance of genetics in everyday life. Topics include the role of genetics in human development, birth defects, cancer and chemical exposure, and current issues including genetic engineering and fertilization methods. Upon completion, students should be able to understand the relationship of genetics to society today and its possible influence on our future. Approved for transfer as a pre-major and/or elective course. (On Demand)

**BIO 161 Introduction to Human Biology** 3 0 3  
**Prerequisites: DRE 098 or ENG 090 and RED 090, or placement in DRE 099 or ENG 110 or 111, and MAT 060 or DMA 010, DMA 020, and DMA 030**

This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate an understanding of normal anatomy and physiology and the appropriate use of medical terminology. (On Demand)

**BIO 163 Basic Anatomy and Physiology** 4 2 5  
**Prerequisites: DRE 098 or ENG 090 and RED 090, or placement in DRE 099 or ENG 110 or 111, and MAT 060 or DMA 010, DMA 020, and DMA 030**

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. Approved for transfer as a pre-major and/or elective course. (F)

**BIO 165 Anatomy and Physiology I** 3 3 4  
**Prerequisites: DRE 098 or ENG 090 and RED 090, or placement in DRE 099 or ENG 110 or 111, and MAT 060 or DMA 010, DMA 020, and DMA 030**

This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Approved for transfer as a pre-major and/or elective course. (F, S)

**BIO 166 Anatomy and Physiology II** 3 3 4  
**Prerequisite: BIO 165**

This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. Approved for transfer as a pre-major and/or elective course. (S)



<b>BIO 175</b>	<b>General Microbiology</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisite: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168</b>				
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. Approved for transfer as a pre-major and/or elective course.(S)				
<b>BIO 232</b>	<b>Vertebrate Zoology</b>	<b>3</b>	<b>3</b>	<b>4</b>
<b>Prerequisite: BIO 112</b>				
This course introduces the principles of animal biology of the chordate phylum. Emphasis is placed on the diversity, morphology, reproduction, development, behavior, ecology, evolution, and importance of the chordates. Upon completion, students should be able to demonstrate increased knowledge and comprehension of zoology as it applies to life. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>BIO 236</b>	<b>Mammalogy</b>	<b>3</b>	<b>3</b>	<b>4</b>
<b>Prerequisite: BIO 112</b>				
This course is designed to study the biology of mammals. Topics include taxonomy, reproduction, development, anatomy, physiology, and ecology with emphasis on special adaptations of the selected families. Upon completion, students should be able to demonstrate an understanding of the organization and adaptations of mammals to their environment. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>BIO 243</b>	<b>Marine Biology</b>	<b>3</b>	<b>3</b>	<b>4</b>
<b>Prerequisite: BIO 110 or BIO 111</b>				
This course covers the physical and biological components of the marine environment. Topics include major habitats, the diversity of organisms, their biology and ecology, marine productivity, and the use of marine resources by humans. Upon completion, students should be able to identify various marine habitats and organisms and to demonstrate a knowledge of their biology and ecology. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>BIO 280</b>	<b>Biotechnology</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Prerequisite: BIO 111, CHM 131, or CHM 151</b>				
This course provides experience in selected laboratory procedures. Topics include proper laboratory techniques in biology and chemistry. Upon completion, students should be able to identify laboratory techniques and instrumentation in basic biotechnology. Approved for transfer as a pre-major and/or elective course. (On Demand)				

## **Baking and Pastry Arts**

<b>BPA 130</b>	<b>European Cakes and Tortes</b>	<b>1</b>	<b>4</b>	<b>3</b>
<b>Prerequisites: CUL 110, CUL 160, and 260</b>				
This course introduces the production of a wide variety of classical and modern cakes suitable for restaurants, retail shops and large-scale production. Emphasis is placed on classic cakes using the methods of mixing, filling, glazing and icing. Upon completion, students should be able to prepare, assemble, and decorate gelatin-based and layered tortes and cakes such as Bavarian, Dobos, and Sacher. (F)				
<b>BPA 150</b>	<b>Artisan and Specialty Bread</b>	<b>1</b>	<b>6</b>	<b>4</b>
<b>Prerequisites: CUL 110 and CUL 160</b>				
This course provides an advanced study in the art and craft of bread making. Topics include pertinent formulas and techniques associated with naturally leavened loaves, hearth breads, focaccia, flat breads, and other breads utilizing a variety of grains. Upon completion, students should be able to prepare artisan and specialty breads that meet or exceed the expectations of restaurant and retail publics. (S)				

<b>BPA 210</b>	<b>Cake Design and Decorating</b>	<b>1</b>	<b>4</b>	<b>3</b>
<b>Prerequisites:</b> CUL 110 and CUL 160				
This course covers advanced concepts in the design and decoration of wedding cakes and other specialty cakes. Topics include baking, filling and assembling cakes; cake design; and finishing techniques utilizing gum paste, fondant, and royal icing; and advanced piping skills. Upon completion, students should be able to design, create and finish wedding and specialty cakes. (S)				
<b>BPA 240</b>	<b>Plated Desserts</b>	<b>1</b>	<b>4</b>	<b>3</b>
<b>Prerequisites:</b> CUL 110, CUL 160, and 260				
This course provides a study in the elements and principles of design as it relates to plated desserts. Topics include plate composition, portioning, flavor combinations, textures, eye appeal, balance, color harmony and plate decorating techniques such as stenciling, chocolate striping, and plate painting. Upon completion, students should be able to demonstrate competence in combining a variety of dessert components enhanced with plate decorating techniques. (S)				
<b>BPA 250</b>	<b>Dessert and Bread Production</b>	<b>1</b>	<b>8</b>	<b>5</b>
<b>Prerequisites:</b> BPA 150, BPA 210, CUL 110, CUL 160, and CUL 260				
This course is designed to merge artistry and innovation with the practical baking and pastry techniques utilized in a production setting. Emphasis is placed on quantity bread and roll-in dough production, plated and platter presentations, seasonal/theme product utilization and cost effectiveness. Upon completion, students should be able to plan, prepare, and evaluate breads and desserts within a commercial environment and determine production costs and selling prices. (S)				
<b>BPA 260</b>	<b>Pastry and Baking Marketing</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisite:</b> BPA 150, BPA 210				
<b>Corequisite:</b> BPA 250				
This course examines the marketing concepts and merchandising trends utilized in bakery and pastry operations. Emphasis is placed on menu planning, pricing products and strategies, resale and wholesale distribution methods, legal implications, and advertising techniques. Upon completion, students should be able to create a marketing plan that will serve as a basis for a capstone experience. (S)				

## Blueprint Reading

<b>BPR 111</b>	<b>Blueprint Reading</b>	<b>1</b>	<b>2</b>	<b>2</b>
This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part. (F)				
<b>BPR 121</b>	<b>Blueprint Reading: Mechanical</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>Prerequisite:</b> BPR 111 or MAC 131				
This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing. (On Demand)				
<b>BPR 130</b>	<b>Blueprint Reading/Construction</b>	<b>1</b>	<b>2</b>	<b>2</b>
This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints. (F)				
<b>BPR 135</b>	<b>Schematics and Diagrams</b>	<b>2</b>	<b>0</b>	<b>2</b>
This course introduces schematics and diagrams used in a variety of occupations. Topics include interpretation of wiring diagrams, assembly drawings, exploded views, sectional				

drawings, and service manuals, specifications, and charts. Upon completion, students should be able to research and locate components and assemblies denoting factory specifications and requirements from service and repair manuals. (On Demand)

## Business

**BUS 110 Introduction to Business** 3 0 3  
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. (F,S) *Online-(S)*

**BUS 115 Business Law I** 3 0 3  
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. (F) *Online-(F)*

**BUS 116 Business Law II** 3 0 3  
**Prerequisite:** BUS 115  
This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. (S) *Online-(S)*

**BUS 121 Business Mathematics** 2 2 3  
**Prerequisite:** DMA 040 and DMA 050 or MAT 070  
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business. (S) *Online-(F)*

**BUS 135 Principles of Supervision** 3 0 3  
This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place. (S)

**BUS 137 Principles of Management** 3 0 3  
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. (S) *Online-(S)*

**BUS 139 Entrepreneurship I** 3 0 3  
This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs. (S)

**BUS 153 Human Resource Management** 3 0 3  
This course introduces the functions of personnel/human resource management within an

organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns. (S) *Online-(F)*

**BUS 217 Employment Law and Regulations 3 0 3**

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law. (F)

**BUS 225 Business Finance 2 2 3**

**Prerequisites:** ACC 120 and MAT 070 or DMA 040 and DMA 050

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management. (F,S) *Online-(F)*

**BUS 234 Training and Development 3 0 3**

This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program. (S)

**BUS 240 Business Ethics 3 0 3**

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society. (S) *Online-(F)*

**BUS 256 Recruit Select and PreS Plan 3 0 3**

This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives. (F)

**BUS 258 Compensation and Benefits 3 0 3**

This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees. (F)

**BUS 259 HRM Applications 3 0 3**

**Prerequisite:** BUS-217, BUS-234, BUS-256, and BUS-258

This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work. (S)

**BUS 260 Business Communication 3 0 3**

**Prerequisite:** ENG 111

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place. (F,S) *Online-(F)*

**BUS 280 REAL Small Business** 4 0 4  
 This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding. (On Demand)

## Carpentry

**CAR 111 Carpentry I** 3 15 8  
 This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision. (F)

**CAR 112 Carpentry II** 3 15 8  
**Prerequisite: CAR 111**  
 This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision. (S)

## Computer Engineering Technology

**CET 110 Intro to CET** 0 3 1  
 This course introduces the basic skills required for computer technicians. Topics include career choices, safety practices, technical problem solving, scientific calculator usage, soldering/desoldering, keyboarding skills, engineering computer applications, and other related topics. Upon completion, students should be able to safely solder/desolder and use a scientific calculator and computer applications to solve technical problems.

**CET 111 Computer Upgrade/Repair I** 2 3 3  
 This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications. (F)

**CET 121 Assembly Programming** 2 3 3  
 This course provides an introduction to efficient assembly language programming with emphasis on microcontrollers and microprocessors. Topics include registers, instruction sets, data types, memory layout, I/O, bit manipulation, debugging, and code efficiency considerations. Upon completion, students should be able to create and modify program modules written in assembly language.

**CET 125 Voice and Data Cabling** 2 3 3  
 This course provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, including signal transmission. Topics include network design documentation, part list set-up, pulling and mounting cable, cable management, wiring closets, patch panel installation and termination including cable testing. Upon completion, students should be able to understand documentation, design, installation and safety issues associated with voice and data cabling.

**CET 130 Operating Systems Prin** 2 3 3

This course introduces the concepts, usage, internals and applications of operating systems used in engineering technology. Topics include resource management, shells, schedulers, file systems, networking, software considerations and other related topics. Upon completion, students should be able to choose and evaluate an operating system for engineering applications.

**CET 161 Procedural Programming** 2 3 3

This course introduces procedural computer programming for Engineering applications. Emphasis is placed on event-driven programming methods, including creating and manipulating data, sequencing, iteration, and blocking of code. Upon completion, students should be able to design, code, test and debug at a beginning level.

**CET 172 Internet Technologies** 2 3 3

The goal of this course is to provide an introduction to Internet technologies and prepare students to pass vendor independent internet technology certification exams. Topics cover using different Internet protocols, programming on the Internet, the OSI model, the Internet infrastructure, security, and e-commerce. Upon completion, students should be prepared to take vendor independent Internet technology certification exams.

**CET 211 Computer Upgrade/Repair II** 2 3 3

This course covers concepts of repair service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance. (S)

**CET 212 Integrated Mfg Systems** 1 3 2

This course covers computer topics related to integrated manufacturing systems common to current manufacturing facilities. Topics include robot programming, automated control systems, PLCs, data communication, and networking in an integrated manufacturing environment, and other related topics. Upon completion, students should be able to program robots using teaching pendants and troubleshoot and maintain network installations related to integrated manufacturing systems.

## Chemistry

**CHM 130 General, Organic and Biochemistry** 3 0 3

**Prerequisite:** MAT 060 or DMA 010, 020, 030, and 040.

**Corequisite:** CHM 130A

This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. Approved for transfer as a pre-major and/or elective course. (F)

**CHM 130A General, Organic and Biochemistry Lab** 0 2 1

**Prerequisite:** MAT 060 or DMA 010, 020, 030, and 040.

**Corequisite:** CHM 130

This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. Approved for transfer as a pre-major and/or elective course. (F)

**CHM 131 Introduction to Chemistry** 3 0 3

**Prerequisite:** MAT 070 or DMA 010, 020, 030, 040, and 060.

This course introduces the fundamental concepts of inorganic chemistry. Topics include

measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. Approved for transfer as a general education core course in Natural Science. (On Demand)

**CHM 131A Introduction to Chemistry Lab** 0 3 1  
**Prerequisite:** MAT 070 or DMA 010, 020, 030, 040, and 060.  
**Corequisite:** CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. Approved for transfer as a general education core course in Natural Science. (On Demand)

**CHM 132 Organic and Biochemistry** 3 3 4  
**Prerequisites:** CHM 131 and CHM 131A or CHM 151

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. Approved for transfer as a general education core course in Natural Science. (On Demand)

**CHM 151 General Chemistry I** 3 3 4  
**Prerequisite:** MAT 070 or DMA 010, 020, 030, 040, and 060.

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. Approved for transfer as a general education core course in Natural Science. (F)

**CHM 152 General Chemistry II** 3 3 4  
**Prerequisite:** CHM 151

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. Approved for transfer as a general education core course in Natural Science. (S)

**CHM 251 Organic Chemistry I** 3 3 4  
**Prerequisite:** CHM 152

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. Approved for transfer as a pre-major and/or elective course. (On Demand)

**CHM 252 Organic Chemistry II** 3 3 4  
**Prerequisite:** CHM 251

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. Approved for transfer as a pre-major and/or elective course. (On Demand)

## Computer Information Systems

### **CIS 110 Introduction to Computers** 2 2 3

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. Approved for transfer as a general education core course in Mathematics (Quantitative). (F,S,SS) *Online-(F,S)*

### **CIS 111 Basic PC Literacy** 1 2 2

This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. (F,S) *Online-(F,S)*

### **CIS 115 Introduction to Programming and Logic** 2 3 3

**Prerequisite:** DMA 010, DMA 020, DMA 030, DMA 040, DMA 070 or MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. Approved for transfer as a general education core course in Mathematics (Quantitative). (F)

### **CIS 164 DTP Layout and Design** 2 2 3

This course introduces the fundamentals of design and page layout. Emphasis is placed on page layout organization, typography, and color. Upon completion, students should be able to create projects that visually enhance communication. (F)

### **CIS 165 Desktop Publishing I** 2 2 3

This course provides an introduction to desktop publishing software capabilities. Emphasis is placed on efficient use of a page layout software package to create, design, and print publications; hardware/software compatibility; and integration of specialized peripherals. Upon completion, students should be able to prepare publications given design specifications. (F)

## Criminal Justice

### **CJC 100 Basic Law Enforcement Training** 9 30 19

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in topics and areas required for the state comprehensive certification examination. (F,S)

### **CJC 111 Introduction to Criminal Justice** 3 0 3

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. Approved for transfer as a pre-major and/or elective course. (F)

### **CJC 112 Criminology** 3 0 3

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social



control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response. (F)

**CJC 113 Juvenile Justice 3 0 3**

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. (F)

**CJC 121 Law Enforcement Operations 3 0 3**

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. Approved for transfer as a pre-major and/or elective course. (S)

**CJC 131 Criminal Law 3 0 3**

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements. (F)

**CJC 132 Court Procedure and Evidence 3 0 3**

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. (S)

**CJC 141 Corrections 3 0 3**

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. Approved for transfer as a pre-major and/or elective course. (F)

**CJC 212 Ethics and Community Relations 3 0 3**

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. (F)

**CJC 214 Victimology 3 0 3**

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs. (S)

**CJC 215 Organization and Administration 3 0 3**

**Prerequisites:** CJC 111, 112, 131, 212

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion,

students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations. (S)

**CJC 221 Investigative Principles** 3 2 4  
 This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. (S)

**CJC 231 Constitutional Law** 3 0 3  
 The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. (S)

**CJC 232 Civil Liability** 3 0 3  
 This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues. (S)

## Construction Management

**CMT 120 Codes and Inspections** 3 0 3  
 This course covers building codes and the code inspections process used in the design and construction of residential and commercial buildings. Emphasis is placed on commercial, residential, and accessibility (ADA) building codes. Upon completion, students should understand the building code inspections process and apply building code principals and requirements to construction projects.

## Cooperative Education

**COE 111 Co-Op Work Experience I** 0 0 10 1  
 This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (F,S,SS)

**COE 112 Co-Op Work Experience I** 0 0 20 2  
 This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (F,S,SS)

**COE 115 Work Experience Seminar I** 1 0 0 1  
**Corequisite:** COE 111, 112, 113 or 114  
 This course is designed for Human Services Technology students to allow them to discuss issues during the Co-Op Work Experience. Students are required to be enrolled in the Human Services Technology program and in the appropriate Co-Op Work Experience. (F)

**COE 121 Co-Op Work Experience II** 0 0 10 1  
 This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with

related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (F,S,SS)

**COE 122 Co-Op Work Experience II 0 0 20 2**

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (F,S,SS)

**COE 125 Work Experience Seminar II 1 0 0 1**

**Corequisite:** COE 121, 122, 123 or 124

This course is a continuation of COE 115. This course is designed for Human Services Technology students to allow them to discuss issues during the Co-Op Work Experience. Students are required to be enrolled in the Human Services Technology program and in the appropriate Co-Op Work Experience. (S)

**COE 131 Co-Op Work Experience III 0 0 10 1**

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (F,S,SS)

**COE 132 Co-Op Work Experience III 0 0 20 2**

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (F,S,SS)

**COE 211 Co-Op Work Experience IV 0 0 10 1**

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (F,S,SS)

**COE 221 Co-Op Work Experience V 0 0 10 1**

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (F,S,SS)

## Communication

**COM 110 Introduction to Communication 3 0 3**

**Prerequisites:** ENG 090 and RED 090, or DRE 098, or placement in ENG 110 or 111

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course will also analyze self perception, non-verbal communication, and listening skills. Approved for transfer as a general education core course in Humanities/Fine Arts (Substitute). (S) Online-(F,S)

**COM 120 Introduction to Interpersonal Communication 3 0 3**

**Prerequisites:** ENG 090 and RED 090 or DRE 098, or placement in ENG 110 or 111 or DRE 099

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should

be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course will also examine how gender, culture, and technology affect interpersonal communication. Approved for transfer as a general education core course in Humanities/Fine Arts (Substitute). (S)

**COM 140 Introduction to Intercultural Communication 3 0 3**  
**Prerequisites: ENG 090 and RED 090 or DRE 098, or placement in ENG 110 or 111 or DRE 099**

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. Approved for transfer as a general education core course in Humanities/Fine Arts (Substitute). (On Demand)

**COM 231 Public Speaking 3 0 3**  
**Prerequisites: ENG 090 and RED 090 or DRE 098, or placement in ENG 110 or 111 or DRE 099**

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. The basic principles of argument, refutation, research and logic will also be covered. Approved for transfer as a general education core course in Humanities/Fine Arts (Substitute). (F,S)

## Computer Science

**CSC 134 C++ Programming 2 3 3**

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. Approved for transfer as a pre-major and/or elective course. (F)

**CSC 139 Visual BASIC Programming 2 3 3**

This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. Approved for transfer as a pre-major and/or elective course. (F)

**CSC 151 JAVA Programming 2 3 3**

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, debug JAVA language programs. Approved for transfer as a pre-major and/or elective course. (F)

**CSC 239 Advanced Visual BASIC Programming 2 3 3**  
**Prerequisite: CSC 139**

This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test,



# Computer Information Technology

**CTS 120 Hardware/Software Support** 2 3 3  
**Prerequisite:** CIS 110 or CIS 111

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers. (F)

**CTS 125 Presentation Graphics** 2 2 3  
**Prerequisite:** CIS 110 or CIS 111

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation. (F,S) *Online-(F)*

**CTS 130 Spreadsheet** 2 2 3  
**Prerequisite:** CIS 110 or CIS 111 or OST 137

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. (F, S) *Online-(F)*

**CTS 285 Systems Analysis and Design** 3 0 3  
**Prerequisite:** CIS 115

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques. (F)

**CTS 289 System Support Project** 1 4 3  
**Prerequisite:** CTS 285

**Prerequisites/Corequisites:** CSC 239, CSC 251 or WEB 215

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation. (S)

## Culinary

**CUL 110 Sanitation and Safety** 2 0 2

This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam.(F)

**CUL 120 Purchasing** 2 0 2  
**Prerequisite:** CUL 110 and CUL 140

This course covers purchasing for foodservice operations.. Emphasis is placed on yield tests,

procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product. (F)

**CUL 135 Food and Beverage Service 2 0 2**

This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages. (S)

**CUL 140 Culinary Skills I 2 6 5**

**Prerequisite:** DMA 020, DMA 030 or MAT 060

**Corequisite:** CUL 110

This course introduces the fundamental concepts, skills and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the foodservice industry. (F)

**CUL 160 Baking I 1 4 3**

**Prerequisite:** DMA 020, DMA 030 or MAT 060

**Corequisite:** CUL 110

This course covers basic ingredients, techniques, weights and measures, baking terminology, and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products. (F)

**CUL 170 Garde Manger I 1 4 3**

**Corequisite:** CUL 110 and CUL 140

This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to display a basic cold food display and exhibit an understanding of the cold kitchen and its related terminology. (S)

**CUL 214 Wine Appreciation 1 2 2**

**Prerequisite:** CUL 110 and CUL 140

This course provides an introduction to information about wine from all the major wine producing regions. Emphasis is placed on the history of wine, production characteristics, wine list development, laws, purchasing and storing requirements. Upon completion, students should be able to evaluate varietal wines and basic food pairings.(S)

**CUL 230 Global Cuisines 1 8 5**

**Prerequisites:** CUL 110, CUL 140 and CUL 170

This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus. (F)

**CUL 240 Culinary Skills II 1 8 5**

**Prerequisites:** CUL 110 and CUL 140

This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments;

compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items. (S)

**CUL 245 Contemporary Cuisines** 1 8 5

**Prerequisites:** CUL 110, CUL 140, and CUL 230

This course introduces students to current culinary trends which include a variety of preparation methods. Topics include current and developing trends such as adaptation of native/regional ingredients and preparation methods into contemporary cuisines. Upon completion, students should be able to demonstrate knowledge of a variety of contemporary cuisines. (S)

**CUL 260 Baking II** 1 4 3

**Prerequisite:** CUL 110 and CUL 160

This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills. (S)

**CUL 270 Garde Manger II** 1 4 3

**Prerequisites:** CUL 110, CUL 140, and CUL 170

This course is designed to further students knowledge in basic cold food preparation techniques and pantry production. Topics include pates, terrines, galantines, decorative garnishing skills, carving, charcuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering/event display to include a cold buffet with appropriate show pieces. (F)

**CUL 280 Pastry and Confections** 1 4 3

**Prerequisites:** CUL 110, CUL 140, and CUL 160

**Corequisites:** CUL 260

This course includes confections and candy, chocolate techniques, transfer sheets, pulled and blown sugar, pastillage, marzipan and custom silicon molding. Emphasis is placed on showpieces, pre-set molding, stencil cutouts, pattern tracing and/or free-hand shaping. Upon completion, students should be able to design and produce centerpieces and showpieces. (S)

## Database Management Technology

**DBA 110 Database Concepts** 2 3 3

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms. (S)

**DBA 120 Database Programming I** 2 2 3

This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports. (F)

**DBA 221 SQL Server DB Prog II** 2 2 3

**Prerequisite:** DBA 120

This course is designed to enhance programming skills developed in DBA 120. Topics include application development with GUI front-ends and embedded programming. Upon completion, students should be able to develop a SQL Server DBMS application which includes a GUI front-end and report generation. (S)



## Design Drafting

**DDF 211 Design Process I** 1 6 4

This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product.

**DDF 212 Design Process II** 1 6 4

**Prerequisite:** DDF 211

This course stresses the integration of various design practices. Emphasis is placed on the creation of an original design. Upon completion, students should be able to apply engineering graphics and design procedures to a design project.

## Dental

**DEN 101 Preclinical Procedures** 4 6 0 7

**Prerequisite:** *Enrollment in the Dental Assisting Program*

**Corequisites:** *ACA 115, BIO 106, DEN 110, DEN 111, and DEN 112*

This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. This is a diploma level course. (F)

**DEN 102 Dental Materials** 3 4 0 5

**Prerequisites:** *ACA 115, BIO 106, DEN 101, DEN 110, DEN 111, and DEN 112*

**Corequisites:** *ENG 102, DEN 103, DEN 104, DEN 105, and DEN 106*

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. This is a diploma-level course. (S)

**DEN 103 Dental Sciences** 2 0 0 2

**Prerequisites:** *ACA 115, BIO 106, DEN 101, DEN 110, DEN 111, and DEN 112*

**Corequisites:** *ENG 102, DEN 102, DEN 104, DEN 105, and DEN 106*

This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. This is a diploma-level course. (S)

**DEN 104 Dental Health Education** 2 2 0 3

**Prerequisites:** *ACA 115, BIO 106, DEN 101, DEN 110, DEN 111, and DEN 112*

**Corequisites:** *ENG 102, DEN 102, DEN 103, DEN 105, and DEN 106*

This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. This is a diploma-level course. (S)

**DEN 105 Practice Management** 2 0 0 2

**Prerequisites:** *ACA 115, BIO 106, DEN 101, DEN 110, DEN 111, and DEN 112*

**Corequisites:** *ENG 102, DEN 102, DEN 103, DEN 104, and DEN 106*

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling,

and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. This is a diploma-level course. (S)

**DEN 106 Clinical Practice I** 1 0 12 5

**Prerequisites:** DEN 101, ACA 115, BIO 106, DEN 110, DEN 111, and DEN 112

**Corequisites:** ENG 102, DEN 102, DEN 103, DEN 104, and DEN 105

This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting. This is a diploma-level course. (S)

**DEN 107 Clinical Practice II** 1 0 12 5

**Prerequisites:** DEN 106, ACA 115, BIO 106, ENG 102, DEN 101, DEN 102, DEN 103, DEN 104, DEN 105, DEN 110, DEN 111, and DEN 112

**Corequisite:** PSY 118

This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. This is a diploma-level course. (SS)

**DEN 110 Orofacial Anatomy** 2 2 0 3

**Prerequisite:** Enrollment in the Dental Assisting Program

**Corequisites:** ACA 115, BIO 106, DEN 101, DEN 111, and DEN 112

This course introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene. (F)

**DEN 111 Infection/Hazard Control** 2 0 0 2

**Prerequisite:** Enrollment in the Dental Assisting Program

**Corequisites:** ACA 115, BIO 106, DEN 101, DEN 110, and DEN 112

This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws. (F)

**DEN 112 Dental Radiography** 2 3 0 3

**Prerequisite:** Enrollment in the Dental Assisting Program

**Corequisites:** ACA 115, BIO 106, DEN 101, DEN 110, and DEN 111

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions. (F)

## Developmental Studies - Mathematics

**DMA 010 Operations with Integers** .75 .50 1

**Prerequisite:** MAT 50

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions. (F,S)

<b>DMA 020 Fractions and Decimals</b>	<b>.75</b>	<b>.50</b>	<b>1</b>
<b>Prerequisite: DMA 010</b>			
This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals. (F,S)			
<b>DMA 030 Proportions/Ratio/Rate/Percent</b>	<b>.75</b>	<b>.50</b>	<b>1</b>
<b>Prerequisite: DMA 010 and DMA 020</b>			
This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems. (F,S)			
<b>DMA 040 Express/Linear Equations/Inequalities</b>	<b>.75</b>	<b>.50</b>	<b>1</b>
<b>Minimum State Prerequisites: Take One Set:</b>			
<b>Set 1: DMA 010, DMA 020, and DMA 030</b>			
<b>Set 2: MAT 060</b>			
This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities. (F,S)			
<b>DMA 050 Graphs/Equations of Lines</b>	<b>.75</b>	<b>.50</b>	<b>1</b>
<b>Minimum State Prerequisites: Take One Set:</b>			
<b>Set 1: DMA 010, DMA 020, DMA 030, and DMA 040</b>			
<b>Set 2: DMA 040 and MAT 060</b>			
This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables. (F,S)			
<b>DMA 060 Polynomial/Quadratic Applications</b>	<b>.75</b>	<b>.50</b>	<b>1</b>
<b>Minimum State Prerequisites: Take One Set:</b>			
<b>Set 1: DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050</b>			
<b>Set 2: DMA 040, DMA 050, and MAT 060</b>			
<b>Set 3: MAT 060 and MAT 070</b>			
This course provides a conceptual study of problems involving graphic and algebraic representations of quadratics. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications. (F,S)			
<b>DMA 070 Rational Expressions/Equations</b>	<b>.75</b>	<b>.50</b>	<b>1</b>
<b>Minimum State Prerequisites: Take One Set:</b>			
<b>Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 060</b>			
<b>Set 2: DMA 040, DMA 050, DMA 060, and MAT 060</b>			
<b>Set 3: DMA 060, MAT 060 and MAT 070</b>			
<b>Set 4: DMA 010, DMA 020, DMA 030, DMA 060, and MAT 070</b>			
This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications. (F,S)			

<b>DMA 080 Radical Express/Equations</b>	<b>.75</b>	<b>.50</b>	<b>1</b>
<b>Minimum State Prerequisites: Take One Set:</b>			
<b>Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, and DMA 070</b>			
<b>Set 2: DMA 060, DMA 070, MAT 060, and MAT 070</b>			
<b>Set 3: DMA 040, DMA 050, DMA 060, DMA 070, and MAT 060</b>			
<b>Set 4: DMA 010, DMA 020, DMA 030, DMA 060, DMA 070, and MAT 070</b>			

This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations with radical expressions and rational exponents, solving equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications. (F,S)

## Developmental Studies - Reading/English

<b>DRE 096 Integrated Reading and Writing</b>	<b>2.50</b>	<b>1</b>	<b>3</b>
This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile® range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs. (F,S)			

<b>DRE 097 Integrated Reading Writing II</b>	<b>2.50</b>	<b>1</b>	<b>3</b>
<b>Prerequisite: DRE 096</b>			

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile® range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence. (F,S)

<b>DRE 098 Integrated Reading Writing III</b>	<b>2.50</b>	<b>1</b>	<b>3</b>
<b>Prerequisite: DRE 097</b>			

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. (F,S)

<b>DRE 099 Integrated Reading Writing III</b>	<b>2</b>	<b>0</b>	<b>2</b>
<b>Prerequisite: DRE 097</b>			
<b>Corequisite: Eng 111</b>			

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies by complementing, supporting and reinforcing material covered in ENG 111. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught using texts primarily in the Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. (On Demand)

## Drafting

<b>DFT 111 Technical Drafting I</b>	<b>1</b>	<b>3</b>	<b>2</b>
This course introduces basic drafting skills, equipment, and applications. Topics include			

sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

**DFT 111A Technical Drafting I Lab** 0 3 1

**Corequisite:** DFT 111

This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 111. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 111.

**DFT 112 Technical Drafting II** 1 3 2

**Prerequisite:** DFT 111

This course provides for advanced drafting practices and procedures. Topics include detailed working drawings, hardware, fits and tolerances, assembly and sub-assembly, geometric dimensioning and tolerancing, intersections, and developments. Upon completion, students should be able to produce detailed working drawings.

**DFT 112A Technical Drafting II Lab** 0 3 1

**Corequisite:** DFT 112

This course provides a laboratory setting to enhance advance drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 112. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 112.

**DFT 119 Basic CAD** 1 2 2

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings. (F,S,SS)

**DFT 120 Advanced CAD** 1 2 2

**Prerequisite:** DFT 119

This course is designed for non-drafting majors to build upon basic computer-aided drafting skills by the use of application-specific assignments. Emphasis is placed on advanced 2D, 3D, isometric, and modeling applications via the CAD system. Upon completion, students should be able to generate, manage, and output engineering drawings via the computer, printer, and plotter. (On Demand)

**DFT 121 Intro to GD and T** 1 2 2

This course introduces basic geometric dimensioning and tolerancing principles. Topics include symbols, annotation, theory, and applications. Upon completion, students should be able to interpret and apply basic geometric dimensioning and tolerancing principles to drawings.

**DFT 151 CAD I** 2 3 3

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

**DFT 152 CAD II** 2 3 3

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.

**DFT 154 Intro Solid Modeling** 2 3 3

This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing.

**DFT 189 Emerging Tech in CAD** 1 2 2  
 This course provides an opportunity to explore new and emerging technologies related to Computer-Aided Drafting. Emphasis is placed on introducing a selected CAD technology or topic, identified as being "new" or "emerging," from a variety of drafting disciplines. Upon completion, students should be able to demonstrate an understanding of and practical skill in the use of the CAD technology studied.

**DFT 211 Gears, Cams, and Pulleys** 1 3 2  
**Prerequisites:** DFT 111 and MAT 121, MAT 161, MAT 171, or MAT 175  
 This course introduces the principles of motion transfer. Topics include gears, cams, pulleys, and drive components. Upon completion, students should be able to solve problems and produce drawings dealing with ratios.

**DFT 222 CAD/CAM Applications** 2 3 3  
**Prerequisites:** DFT 111, DFT 151, and MEC 210, 250, 250 or 252  
 This course provides the skills and knowledge necessary to integrate CAD/CAM technology. Topics include CNC programming, CAM software, data transfer and verification, and equipment setup. Upon completion, students should be able to draw, transfer data, and generate and verify programs using CNC codes to produce parts

**DFT 252 Solid Models and Renderings** 2 2 3  
**Prerequisite:** DFT 153  
 This course provides an in-depth study of three-dimensional solid modeling and design software. Topics include parametric design; creation, editing, and rendering of solid models; and generation of views. Upon completion, students should be able to use parametric design techniques to create and edit a three-dimensional solid model, render it, and generate two-dimensional views.

**DFT 254 Interme Solid Model/Render** 2 3 3  
**Prerequisite:** DFT 154  
 This course presents a continuation of basic three-dimensional solid modeling and design software. Topics include advanced study of parametric design, creation, editing, rendering and analysis of solid model assemblies, and multiview drawing generation. Upon completion, students should be able to use parametric design techniques to create and analyze the engineering design properties of a model assembly.

## Drama/Theatre

**DRA 111 Theatre Appreciation** 3 0 3  
 This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. Approved for transfer as a general education core course in Humanities/Fine Arts. (On demand)

**DRA 112 Literature of the Theatre** 3 0 3  
 This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**DRA 115 Theatre Criticism** 3 0 3  
**Prerequisite:** DRA 111  
 This course is designed to develop a critical appreciation of the theatre from the viewpoint of the audience/consumer. Emphasis is placed on viewing, discussing, and evaluating selected theatre performance, either live or on film/video. Upon completion, students should be able to

express their critical judgments both orally and in writing. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**DRA 120 Voice for Performance 3 0 3**

This course provides guided practice in the proper production of speech for the theatre. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective theatrical speech. Approved for transfer as a pre-major and/or elective course. (On Demand)

**DRA 122 Oral Interpretation 3 0 3**

**Prerequisites:** *ENG 090 and RED 090 or DRE 098, or placement in ENG 110 or 111*

This course introduces the dramatic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**DRA 124 Readers Theatre 3 0 3**

This course provides a theoretical and applied introduction to the medium of readers theatre. Emphasis is placed on the group performance considerations posed by various genres of literature. Upon completion, students should be able to adapt and present a literary script following the conventions of readers theatre. Approved for transfer as a pre-major and/or elective course. (On Demand)

**DRA 126 Storytelling 3 0 3**

This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**DRA 128 Children's Theatre 3 0 3**

This course introduces the philosophy and practice involved in producing plays for young audiences. Topics include the selection of age-appropriate scripts and the special demands placed on directors, actors, designers, and educators in meeting the needs of young audiences. Upon completion, students should be able to present and critically discuss productions for children. Approved for transfer as a pre-major and/or elective course. (On Demand)

**DRA 130 Acting I 0 6 3**

This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble. Approved for transfer as a pre-major and/or elective course. (On Demand)

**DRA 131 Acting II 0 6 3**

**Prerequisite:** *DRA 130*

This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. Approved for transfer as a pre-major and/or elective course. (On Demand)

**DRA 140 Stagecraft I 0 6 3**

This course introduces the theory and basic construction of stage scenery and properties. Topics include stage carpentry, scene painting, stage electrics, properties, and backstage organization. Upon completion, students should be able to pursue vocational and avocational roles in technical theatre. Approved for transfer as a pre-major and/or elective course. (On Demand)

<b>DRA 141 Stagecraft II</b>	<b>0</b>	<b>6</b>	<b>3</b>
<b>Prerequisite: DRA 140</b>			
This course provides additional hands-on practice in the elements of stagecraft. Emphasis is placed on the design and implementation of the arts and crafts of technical theatre. Upon completion, students should be able to pursue vocational or avocational roles in technical theatre. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>DRA 142 Costuming</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course covers the techniques of costume construction and crafts processes. Emphasis is placed on learning costuming techniques, using equipment and materials, and finishing production-appropriate costumes. Upon completion, students should be able to demonstrate an understanding of pattern drafting, construction techniques, and costume fitting procedures. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>DRA 145 Stage Make-up</b>	<b>1</b>	<b>2</b>	<b>2</b>
This course covers the research, design, selection of materials, and application of stage make-up, prosthetics, wigs, and hairpieces. Emphasis is placed on the development of techniques, style, and presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>DRA 150 Stage Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: DRA 140</b>			
This course covers the skills necessary for a stage manager of school or professional productions. Emphasis is placed on scheduling, rehearsal documentation and management, personnel, paperwork, and organization. Upon completion, students should be able to effectively stage-manage entertainment productions. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>DRA 170 Play Production I</b>	<b>0</b>	<b>9</b>	<b>3</b>
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>DRA 171 Play Production II</b>	<b>0</b>	<b>9</b>	<b>3</b>
<b>Prerequisite: DRA 170</b>			
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>DRA 211 Theatre History I</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course covers the development of theatre from its origin to the closing of the British theatre in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)			
<b>DRA 212 Theatre History II</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course covers the development of theatre from 1660 through the diverse influences which shaped the theatre of the twentieth century. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)			



**DRA 240 Lighting for the Theatre** 2 2 3  
 This course is an applied study of theatre lighting and is designed to train theatre technicians. Emphasis is placed on lighting technology including the mechanics of lighting and light control equipment by practical work with lighting equipment. Upon completion, students should be able to demonstrate competence with lighting equipment. Approved for transfer as a pre-major and/or elective course. (On Demand)

**DRA 260 Directing** 0 6 3  
**Prerequisite: DRA 130**  
**Corequisite: DRA 140**  
 This course provides an analysis and application of the techniques of theatrical directing. Topics include script selection, analysis, casting, rehearsal planning, blocking, stage business, tempo, and technical considerations. Upon completion, students should be able to plan, execute, and critically discuss a student-directed production. Approved for transfer as a pre-major and/or elective course. (On Demand)

**DRA 270 Play Production III** 0 9 3  
**Prerequisite: DRA 171**  
 This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. Approved for transfer as a pre-major and/or elective course. (On Demand)

**DRA 271 Play Production IV** 0 9 3  
**Prerequisite: DRA 270**  
 This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. Approved for transfer as a pre-major and/or elective course. (On Demand)

## Economics

**ECO 151 Survey of Economics** 3 0 3  
**Prerequisites: DRE 098 or ENG 090 and RED 090 or placement in DRE 099 or ENG 110 or 111, DMA 040, DMA 050 or MAT 070**  
 This course, for those who have not received credit for ECO 251 or 252, introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F)

**ECO 251 Principles of Microeconomics** 3 0 3  
**Prerequisites: DRE 098 or ENG 090 and RED 090 or placement in DRE 099 or ENG 110 or 111, DMA 040, DMA 050 or MAT 070**  
 This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F) *Online-S*)

**ECO 252 Principles of Macroeconomics** 3 0 3  
**Prerequisite:** ECO 251  
 This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. Approved for transfer as a general education core course in Social/Behavioral Sciences. (S)

## Education

**EDU 119 Intro to Early Child Educ** 4 0 4  
 This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children. (F)

**EDU 131 Child, Family, and Community** 3 0 3  
**Prerequisites:** DRE 097 or ENG 080 and RED 080 or ENG 085  
 This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children. (F)

**EDU 144 Child Development I** 3 0 3  
**Prerequisites:** Take one set  
**Set 1:** DRE 098 or ENG 080, RED 080 or placement in DRE 099  
**Set 2:** DRE 098 or ENG 085  
 This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. Approved for transfer as a pre-major and/or elective course. (F)

**EDU 145 Child Development II** 3 0 3  
**Prerequisites:** Take one set  
**Set 1:** DRE 097 or ENG 080, RED 080  
**Set 2:** DRE 097 ENG 085  
 This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. Approved for transfer as a pre-major and/or elective course. (S)

**EDU 146 Child Guidance** 3 0 3  
**Prerequisites:** Take one set  
**Set 1:** DRE 097 or ENG 080, RED 080  
**Set 2:** DRE 097 or ENG 085  
 This course introduces principles and practical techniques including the design of learning

environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors. Approved for transfer as a pre-major and/or elective course. (F)

**EDU 151 Creative Activities 3 0 3**

**Prerequisites: DRE 097 or ENG 080 and RED 080 or ENG 085**

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments. (S)

**EDU 153 Health, Safety, and Nutrition 3 0 3**

**Prerequisites: DRE 097 or ENG 080 and RED 080 or ENG 085**

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations. (F)

**EDU 154 Social/Emotion/Behav Dev 3 0 3**

**Prerequisites: Take one set**

**Set 1: DRE 097 or ENG 080, RED 080, EDU 144 and EDU 145**

**Set 2: DRE 097 or ENG 080, RED 080, PSY 244 and PSY 245**

**See CCL for additional prerequisite options**

This course covers the emotional/social development of children and the causes, expressions, prevention and management of challenging behaviors in all children. Emphasis is placed on caregiver/family/child relationships, positive emotional/social environments, developmental concerns, risk factors, and intervention strategies. Upon completion, students should be able to identify factors influencing emotional/social development, utilizing screening measures, and designing positive behavioral supports. (On Demand)

**EDU 184 Early Child Intro Pract 1 3 2**

**Prerequisites: Take one set**

**Set 1: DRE 097 or ENG 080, RED 080, and EDU 119**

**Set 2: ENG 085 and EDU 119**

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

**EDU 216 Foundations of Education 4 0 4**

**Prerequisites: DRE 098 or ENG 090 and RED 090 or ENG 095 or placement in DRE 099**

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. Approved for transfer as a pre-major and/or elective course at select institutions only. (On Demand)

**EDU 221 Children with Exceptionalities 3 0 3**

**Prerequisites:** Take one set

**Set 1:** DRE 098 or placement in DRE 099 or ENG 090, RED 090, EDU 144 EDU 145

**Set 2:** DRE 098 or placement in DRE 099 or ENG 090, RED 090, PSY 244 PSY 245

**Set 3:** DRE 098 or placement in DRE 099 or ENG 095, EDU 144 EDU 145

**Set 4:** DRE 098 or placement in DRE 099 or ENG 095, PSY 244 PSY 245

**See CCL for additional prerequisite options**

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. Approved for transfer as a pre-major and/or elective course at select institutions only. (F)

**EDU 234 Infants, Toddlers, and Twos 3 0 3**

**Prerequisites:** DRE 098 or placement in DRE 099 or ENG 090 and RED 090 or ENG 095 and EDU 119, EDU 144

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families. (S)

**EDU 247 Sensory and Physical Disab 3 0 3**

**Prerequisites:** Take one set

**Set 1:** DRE 098 or placement in DRE 099 or ENG 090, RED 090, EDU 144 and EDU 145

**Set 2:** DRE 098 or placement in DRE 099 or ENG 090, RED 090, PSY 244 and PSY 245

**See CCL for additional prerequisite options**

This course covers characteristics, intervention strategies, assistive technologies, and inclusive practices for children with sensory and physical disabilities. Topics include inclusive placement options, utilization of support services, other health impairments and family involvement for children with sensory and physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies and service delivery options for those specific disabilities. (On Demand))

**EDU 248 Developmental Delays 3 0 3**

**Prerequisites:** Take one set

**Set 1:** DRE 097 or ENG 080, RED 080, EDU 144 and EDU 145

**Set 2:** DRE 097 or ENG 080, RED 080, PSY 244 and PSY 245

**See CCL for additional prerequisite options**

This course covers the causes and assessment of developmental delays and individualized instruction and curriculum for children with developmental delays. Emphasis is placed on definition, characteristics, assessment, educational strategies, inclusion, family involvement, and services for children with developmental delays. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with developmental delays and their families. (On Demand)

**EDU 251 Exploration Activities 3 0 3**

**Prerequisites:** DRE 098 or placement in DRE 099 or ENG 090 and RED 090 or ENG 095

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children. (S)

**EDU 251A Exploration Activities Lab** 0 2 1

**Prerequisites:** DRE 098 or placement in DRE 099 or ENG 090 and RED 090 or ENG 095

**Corequisite:** EDU 251

This course provides a laboratory component to complement EDU 251. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate science, math, and social studies activities for children. (S)

**EDU 256 Inst Strat/Social Studies** 2 2 3

**Prerequisites:** DRE 098 or placement in DRE 099 or ENG 090 and RED 090 or ENG 095

This course covers objectives, content, materials, and instructional approaches to social studies. Topics include the integration of history, geography, economics, and government materials; research/study techniques; and critical thinking. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate experiences as it relates to the NC Standard Course of Study. (S)

**EDU 259 Curriculum Planning** 3 0 3

**Prerequisites:** DRE 098 or placement in DRE 099 or ENG 090 and RED 090 or ENG 095 and EDU 119, EDU 145

This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments. (F)

**EDU 261 Early Childhood Administration I** 3 0 3

**Prerequisites:** DRE 098 or placement in DRE 099 or ENG 090 and RED 090 or ENG 095

**Corequisite:** EDU 119

This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards. (S)

**EDU 262 Early Childhood Administration II** 3 0 3

**Prerequisites:** DRE 098 or placement in DRE 099 or ENG 090 and RED 090 or ENG 095 and EDU 261

**Corequisite:** EDU 119

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. (S)

**EDU 271 Educational Technology** 2 2 3

**Prerequisites:** DRE 098 or placement in DRE 099 or ENG 090 and RED 090 or ENG 095

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments. (F)

**EDU 280 Language and Literacy Experiences** 3 0 3

**Prerequisites:** DRE 098 or placement in DRE 099 or ENG 090 and RED 090 or ENG 095

This course is designed to expand students' understanding of children's language and literacy

development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences. (S)

**EDU 282 Early Childhood Literature 3 0 3**  
**Prerequisites DRE 098 or placement in DRE 099 or ENG 090 and RED 090 or ENG 095**

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children’s literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques. (F,S)

**EDU 284 Early Child Capstone Prac 1 9 4**  
**Prerequisites: Take one set**

**Set 1: DRE 098 or placement in DRE 099 or ENG 090, RED 090, EDU 119, EDU 144, EDU 145, EDU 146, EDU 151**

**Set 2: DRE 098 or placement in DRE 099 or ENG 090, RED 090, EDU 119, PSY 244, PSY 245, EDU 146, EDU 151**

**Set 3: DRE 098 or placement in DRE 099 or ENG 090, RED 090, EDU 119, PSY 245, EDU 144, EDU 146, EDU 151**

**Set 4: DRE 098 or placement in DRE 099 or ENG 090, RED 090, EDU 119, PSY 244, EDU 145, EDU 146, EDU 151**

**See CCL for additional prerequisite options**

This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits. (S)

## Engineering

**EGR 111 Engineer Comp and Careers 2 2 3**

This course introduces principles, fields of study, computational tools and techniques used in engineering and engineering technology. Topics include use of word processors, spreadsheets, databases, math editors, graphics and CAD packages, simulators, symbolic and numerical math solvers, and other related application software. Upon completion, students should be able to utilize computer applications in an engineering career.

**EGR 120 Eng and Design Graphics 2 2 3**

This course introduces the graphical tools used for engineering and design communications. Emphasis is placed upon selecting the appropriate methods and tools and conveying ideas using sketches, orthographic views and projections, and computer graphics applications. Upon completion, students should be able to communicate essential features of two-dimensional and three-dimensional objects using the proper tools and methods.

**EGR 125 Appl Software for Tech 1 2 2**

This course introduces personal computer software and teaches students how to customize the software for technical applications. Emphasis is placed on the use of common office applications software such as spreadsheets, word processing, graphics, and Internet access. Upon completion, students should be able to demonstrate competency in using applications software to solve technical problems and communicate the results in text and graphical formats.

(F)

**EGR 131 Intro to Electronics Tech** 1 2 2  
 This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety practices, test equipment, scientific calculators, AWG wire table, the resistor color code, Semiconductor Applications, problem solving, and use of hand tools. Upon completion, students should be able to solder/desolder, operate test equipment, apply problem-solving techniques, and use a scientific calculator. (F)

**EGR 220 Engineering Statics** 3 0 3  
**Prerequisite:** PHY 251  
**Corequisites:** MAT 272

This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. Approved for transfer as a pre-major and/or elective course.

**EGR 285 Design Project** 0 4 2  
 This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects. (S)

## Electricity

**ELC 112 DC/AC Electricity** 3 6 5  
 This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment: and other related topics. Upon completion, students should be able to construct, verify, troubleshoot, and repair DC/AC circuits. (F)

**ELC 113 Basic Wiring I** 2 6 4  
 This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations. (F)

**ELC 114 Basic Wiring II** 2 6 4  
 This course provides instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations. (S)

**ELC 117 Motors and Controls** 2 6 4  
 This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits. (S)

**ELC 118 National Electrical Code** 1 2 2  
 This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC. (F)

<b>ELC 126</b>	<b>Electrical Computations</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course introduces the fundamental applications of mathematics which are used by an electrical/electronics technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas, and usage of a scientific calculator. Upon completion, students should be able to solve simple electrical mathematical problems. (F)				
<b>ELC 128</b>	<b>Introduction to PLC</b>	<b>2</b>	<b>3</b>	<b>3</b>
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs. (F,S,SS)				
<b>ELC 131</b>	<b>DC/AC Circuit Analysis</b>	<b>4</b>	<b>3</b>	<b>5</b>
<b>Corequisite:</b> DMA 040 and DMA 050 or MAT 070				
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment. (F)				
<b>ELC 131A</b>	<b>DC/AC Circuit Analysis Lab</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>Corequisite:</b> ELC 131				
This course introduces provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, students should have gained hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.				
<b>ELC 213</b>	<b>Instrumentation</b>	<b>3</b>	<b>2</b>	<b>4</b>
This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.				
<b>ELC 228</b>	<b>PLC Applications</b>	<b>2</b>	<b>6</b>	<b>4</b>
This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems. (S)				
<b>ELC 231</b>	<b>Electric Power Systems</b>	<b>3</b>	<b>2</b>	<b>4</b>
This course covers the basic principles of electric power systems, including transmission lines, generator and transformer characteristics, and fault detection and correction. Emphasis is placed on line diagrams and per unit calculations for circuit performance analysis in regards to voltage regulation, power factor, and protection devices. Upon completion, students should be able to analyze simple distribution subsystems, calculate fault current, and compare different types and sizes of circuit protection devices.				
<b>ELC 233</b>	<b>Energy Management</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course covers energy management principles and techniques typical of those found in industry and commercial facilities, including load control and peak demand reduction systems. Topics include load and peak demand calculations, load shedding, load balance and power factor, priority scheduling, remote sensing and control, and supplementary/alternative energy sources. Upon completion, students should be able to determine energy management parameters, calculate demand and energy use, propose energy management procedures, and implement alternative energy sources.				
<b>ELC 234</b>	<b>Electrical System Design</b>	<b>2</b>	<b>3</b>	<b>3</b>
This course introduces the principles of electrical design for commercial and industrial facilities.				



Topics include services, high and low power distribution, switchboards, panelboards, motor control centers, switchgear, overcurrent protection, and grounding. Upon completion, students should be able to design services, feeders, and branch circuits for typical commercial/industrial applications in accordance with the National Electrical Code.

## Electronics

### **ELN 112 Diesel Electronics System 2 6 4**

This course introduces electronic theory and applications as used in medium and heavy duty vehicles. Emphasis is placed on the basic function and operation of semiconductor and integrated circuits. Upon completion, students should be able to identify electronic components, explain their use and function, and use meters and flow charts to diagnose and repair systems.

(S)

### **ELN 131 Semiconductor Applications 3 3 4**

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment. (S)

### **ELN 132 Linear IC Applications 3 3 4**

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, waveform generators, active filters, IC voltage regulators, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment. (SS)

### **ELN 133 Digital Electronics 3 3 4**

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. (S)

### **ELN 152 Fabrication Techniques 1 3 2**

This course covers the fabrication methods required to create a prototype product from the initial circuit design. Topics include CAD, layout, sheet metal working, component selection, PC board layout and construction, reverse engineering, soldering, and other related topics. Upon completion, students should be able to design and construct an electronic product with all its associated documentation. (F)

### **ELN 154 Intro to Data Comm 2 3 3**

This course introduces the principal elements and theory (analog and digital techniques) of data communication systems and how they are integrated as a complete network. Topics include an overview of data communication, OSI model, transmission modes, interfaces, applications of ICs, protocols, network configurations, modems, and related applications. Upon completion, students should be able to demonstrate knowledge of the concepts associated with data communication systems and high speed networks.

### **ELN 229 Industrial Electronics 3 3 4**

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit. (F)

### **ELN 231 Industrial Controls 2 3 3**

This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and

solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery. (F)

**ELN 232 Introduction to Microprocessors 3 3 4**

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment. (F)

**ELN 233 Microprocessor Systems 3 3 4**

This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.

**ELN 234 Communication Systems 3 3 4**

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment. (S)

**ELN 235 Data Communication Systems 3 3 4**

This course covers data communication systems and the transmission of digital information from source to destination. Topics include data transmission systems, interfaces and modems, protocols, networks, and other related topics. Upon completion, students should be able to demonstrate knowledge of the concepts associated with data communication systems. (S)

**ELN 236 Fiber Optics and Lasers 3 2 4**

This course introduces the fundamentals of fiber optics and lasers. Topics include the transmission of light; characteristics of fiber optic and lasers and their systems; fiber optic production; types of lasers; and laser safety. Upon completion, students should be able to understand fiber optic communications and basic laser fundamentals.

**ELN 237 Local Area Networks 2 3 3**

This course introduces the fundamentals of local area networks and their operation. Topics include the characteristics of network topologies, system hardware, system configuration, installation and operation of the LAN. Upon completion, students should be able to install and maintain a local area network. (F)

**ELN 246 Cert Elect Tech Prep 3 0 3**

This course covers electronic principles, theories, and concepts. Emphasis is placed on those items covered in the Certified Electronic Technician examination. Upon completion, students should be able to demonstrate competence in electronics and be prepared for the Certified Electronic Technician examination. (S)

**ELN 275 Troubleshooting 1 3 2**

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications. (S)

# Emergency Medical Care

**EMS 110 EMT-Basic** 5 6 0 7

**Corequisites:** *ACA 115, BIO 165, ENG 111, EMS 150, and PSY 150*

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT-Basic certification. (F)

**EMS 120 Intermediate Intervention** 2 3 0 3

**Prerequisite:** *EMS 110, ACA 115, BIO 165, EMS 150, ENG 111, and PSY 150*

**Corequisites:** *EMS 121, EMS 130, EMS 131, BIO 166, and EMS 140*

This course is designed to provide the necessary information for interventions appropriate to the EMT-Intermediate and is required for intermediate certification. Topics include automated external defibrillation, basic cardiac electrophysiology, intravenous therapy, venipuncture, acid-base balance, and fluids and electrolytes. Upon completion, students should be able to properly establish an IV line, obtain venous blood, utilize AEDs, and correctly interpret arterial blood gases. (S)

**EMS 121 EMS Clinical Practicum I** 0 0 6 2

**Prerequisite:** *EMS 110, ACA 115, BIO 165, EMS 150, ENG 111, and PSY 150*

**Corequisites:** *EMS 120, EMS 130, EMS 131, BIO 166, and EMS 140*

This course is the initial hospital and field internship and is required for intermediate and paramedic certification. Emphasis is placed on intermediate-level care. Upon completion, students should be able to demonstrate competence with intermediate-level skills. (S)

**EMS 130 Pharmacology I for EMS** 1 3 0 2

**Prerequisite:** *EMS 110, ACA 115, BIO 165, EMS 150, ENG 111, and PSY 150*

**Corequisites:** *EMS 120, EMS 131, BIO 166, EMS 121, and EMS 140*

This course introduces the fundamental principles of pharmacology and medication administration and is required for intermediate and paramedic certification. Topics include terminology, pharmacokinetics, pharmacodynamics, weights, measures, drug calculations, legislation, and administration routes. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology. (S)

**EMS 131 Advanced Airway Management** 1 2 0 2

**Prerequisite:** *EMS 110, ACA 115, BIO 165, EMS 150, ENG 111, and PSY 150*

**Corequisites:** *EMS 120, EMS 131, BIO 166, EMS 130, and EMS 140*

This course is designed to provide advanced airway management techniques and is required for intermediate and paramedic certification. Topics include respiratory anatomy and physiology, airway, ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance. (S)

**EMS 140 Rescue Scene Management** 1 3 0 2

**Prerequisite:** *ACA 115, BIO 165, EMS 110, EMS 150, ENG 111, and PSY 150*

**Corequisites:** *BIO 166, EMS 120, EMS 130, EMS 131, and EMS 140*

This course introduces rescue scene management and is required for paramedic certification. Topics include response to hazardous material conditions, medical incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment. (S)

**EMS 150 Emerg Vehicles and EMS Comm** 1 3 0 2

**Corequisites:** *ACA 115, BIO 165, EMS 110, ENG 111, and PSY 150*

This course examines the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment and is required for paramedic certification. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive

driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs. (F)

**EMS 210 Advanced Patient Assessment** 1 3 0 2  
**Prerequisites:** EMS 120, EMS 121, EMS 130, EMS 131, ACA 115, BIO 165, BIO 166, EMS 110, EMS 140, EMS 150, ENG 111, and PSY 150  
**Corequisites:** EMS 221 and EMS 230

This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data. (F)

**EMS 220 Cardiology** 2 6 0 4  
**Prerequisites:** EMS 120, EMS 130, EMS 131, ACA 115, BIO 165, BIO 166, EMS 110, EMS 121, EMS 140, EMS 150, EMS 210, EMS 221, EMS 230, ENG 111, and PSY 150  
**Corequisites:** EMS 231, EMS 250, EMS 260, and Humanities/Fine Arts Elective

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, rhythm interpretation, cardiac pharmacology, and patient treatment. Upon completion, students should be able to certify at the Advanced Cardiac Life Support Provider level utilizing American Heart Association guidelines. (SS)

**EMS 221 EMS Clinical Practicum II** 0 0 9 3  
**Prerequisites:** EMS 121, ACA 115, BIO 165, BIO 166, EMS 110, EMS 120, EMS 130, EMS 131, EMS 140, EMS 150, ENG 111, and PSY 150  
**Corequisites:** EMS 220 and EMS 230

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care. (SS)

**EMS 230 Pharmacology II for EMS** 1 3 0 2  
**Prerequisite:** EMS 130, ACA 115, BIO 165, BIO 166, EMS 110, EMS 120, EMS 121, EMS 131, EMS 140, EMS 150, ENG 111, and PSY 150  
**Corequisites:** EMS 220 and EMS 221

This course explores the fundamental classification and action of common pharmacologic agents. Emphasis is placed on the action and use of compounds most commonly encountered in the treatment of chronic and acutely ill patients. Upon completion, students should be able to demonstrate general knowledge of drugs covered during the course. (SS)

**EMS 231 EMS Clinical Practicum III** 0 0 9 3  
**Prerequisites:** EMS 221, ACA 115, BIO 165, BIO 166, EMS 110, EMS 120, EMS 121, EMS 130, EMS 131, EMS 140, EMS 150, EMS 220, ENG 111, and PSY 150  
**Corequisites:** EMS 210, EMS 250, EMS 260, and a Humanities/Fine Arts Elective

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care. (F)

**EMS 240 Special Needs Patients** 1 2 0 2  
**Prerequisite:** EMS 120, EMS 121, EMS 130, EMS 131, ACA 115, BIO 165, BIO 166, EMS 110, EMS 140, EMS 150, EMS 210, EMS 220, EMS 221, EMS 230, EMS 231, EMS 250, EMS 260, ENG 111, PSY 150, and a Humanities/Fine Arts Elective  
**Corequisites:** COM 120, EMS 241, EMS 270, and EMS 285

This course includes concepts of crisis intervention and techniques of dealing with special needs patients and is required for paramedic certification. Topics include behavioral emergencies, abuse, assault, challenged patients, personal well-being, home care, and psychotherapeutic pharmacology. Upon completion, students should be able to recognize and manage frequently encountered special needs patients. (S)

**EMS 241 EMS Clinical Practicum IV** 0 0 9 3  
**Prerequisites:** EMS 231, ACA 115, BIO 165, BIO 166, EMS 110, EMS 120, EMS 130, EMS 131, EMS 140, EMS 150, EMS 210, EMS 220, EMS 221, EMS 230, EMS 250, EMS 260, ENG 111, PSY 150, and a Humanities/Fine Arts Elective  
**Corequisites:** COM 120, EMS 240, EMS 270, and EMS 285

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic. (S)

**EMS 250 Advanced Medical Emergencies** 2 3 0 3  
**Prerequisites:** EMS 120, EMS 121, EMS 130, EMS 131, ACA 115, BIO 165, BIO 166, EMS 110, EMS 140, EMS 150, EMS 220, EMS 221, EMS 230, ENG 111, and PSY 150  
**Corequisites:** EMS 210, EMS 231, EMS 260, and a Humanities/Fine Arts Elective

This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include pulmonology, neurology, endocrinology, anaphylaxis, gastroenterology, toxicology, and environmental emergencies integrating case presentation and emphasizing pharmacotherapeutics. Upon completion, students should be able to recognize and manage frequently encountered medical conditions based upon initial patient impression. (F)

**EMS 260 Advanced Trauma Emergencies** 1 3 0 2  
**Prerequisites:** EMS 120, EMS 121, EMS 130, EMS 131, ACA 115, BIO 165, BIO 166, EMS 110, EMS 140, EMS 150, EMS 220, EMS 221, EMS 230, ENG 111, and PSY 150  
**Corequisites:** EMS 210, EMS 231, EMS 250, and a Humanities/Fine Arts Elective

This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include hemorrhage control, shock, burns, and trauma to head, spine, soft tissue, thoracic, abdominal, and musculoskeletal areas with case presentations utilized for special problems situations. Upon completion, students should be able to recognize and manage trauma situations based upon patient impressions and should meet requirements of BTLs or PHTLs courses. (F)

**EMS 270 Life Span Emergencies** 2 2 0 3  
**Prerequisites:** EMS 120, EMS 130, EMS 131, ACA 115, BIO 165, BIO 166, EMS 110, EMS 140, EMS 150, EMS 210, EMS 220, EMS 221, EMS 230, EMS 250, EMS 260, ENG 111, PSY 150, and a Humanities/Fine Arts Elective  
**Corequisites:** COM 120, EMS 240, EMS 241, and EMS 285

This course, required for paramedic certification, covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies and certify at the Pediatric Advanced Life Support Provider level. (S)

**EMS 285 EMS Capstone** 1 3 0 2  
**Prerequisites:** EMS 220, EMS 250, EMS 260, ACA 115, BIO 165, BIO 166, EMS 110, EMS 120, EMS 130, EMS 131, EMS 140, EMS 150, EMS 210, EMS 221, EMS 230, EMS 231, ENG 111, PSY 150, and a Humanities/Fine Arts Elective  
**Corequisites:** COM 120, EMS 240, EMS 241, and EMS 270

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events. (S)

## English

**ENG 101 Applied Communications I** 3 0 3  
This course is designed to enhance reading and writing skills for the workplace. Emphasis

is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. This is a diploma-level course. (On Demand)

**ENG 102 Applied Communications II** 3 0 3  
**Prerequisite:** DRE 097 or ENG 080 or ENG 101

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. This is a diploma-level course. (On Demand)

**ENG 110 Freshman Composition** 3 0 3  
**Prerequisites:** DRE 097 or ENG 090 and RED 080 or DRE 098.

This course is designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing, including effective introductions and conclusions, precise use of grammar, and appropriate selection and use of sources. Upon completion, students should be able to produce clear, concise, well-organized short papers. (F,S)

**ENG 111 Expository Writing** 3 0 3  
**Prerequisites:** DRE 098 or placement in DRE 099 or ENG 090 and RED 090; or ENG 095.

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. Students will use computers in the writing process. Approved for transfer as a general education core course in English Composition. (F,S,SS) Online-(F,S,SS)

**ENG 111A Expository Writing Lab** 0 2 1  
**Prerequisites:** DRE 098 or placement in DRE 099 or ENG 090 and RED 090; or ENG 095.  
**Corequisite:** ENG 111

This writing laboratory is designed to apply the skills introduced in ENG 111. Emphasis is placed on the editing and revision components of the writing process. Upon completion, students should be able to apply those skills in the production of final drafts in ENG 111. Students will use computers to revise and edit their texts. (On Demand)

**ENG 112 Argument-Based Research** 3 0 3  
**Prerequisite:** ENG 111

This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. Students will also be able to apply argumentative strategies in effective oral presentations. Approved for transfer as a general education core course in English Composition. (F,S,SS) Online-(F,S,SS)

**ENG 113 Literature-Based Research** 3 0 3  
**Prerequisite:** ENG 111

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. Students will also apply course objectives in effective oral presentations. Approved for transfer as a general education core course in English Composition. (S)

<b>ENG 114 Professional Research and Reporting</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites:</b> ENG 111			
<b>Corequisite:</b> ARC 264, CIS 110, CIS 111, CIS 115, EGR 125, ELC 127, HOR 170, OST 130, OST 134, or OST 136.			
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. Approved for transfer as a general education core course in English Composition. (F,S) Online-(F,S,SS)			
<b>ENG 116 Technical Report Writing</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite:</b> ENG 110 or ENG 111			
This course, the second in a series of two, introduces layout and design of technical reports used in business and industry. Emphasis is placed on audience analysis, data collection and analysis, technical writing style and organization, oral presentation of technical data, and the appropriate use of graphics in written and oral presentations. Upon completion, students should be able to produce written and oral reports using a variety of technical communication models. Students without computer experience are advised to take a computer course, such as CIS 110 or CIS 111, before taking ENG 116. (F,S)			
<b>ENG 125 Creative Writing I</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite:</b> ENG 111			
This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>ENG 126 Creative Writing II</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite:</b> ENG 125			
This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>ENG 131 Introduction to Literature</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite:</b> ENG 111			
<b>Corequisite:</b> ENG 112, ENG 113, or ENG 114			
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)			
<b>ENG 231 American Literature I</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite:</b> ENG 112, ENG 113, or ENG 114			
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. Approved for transfer as a general education core course in Humanities/Fine Arts. (F)			
<b>ENG 232 American Literature II</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite:</b> ENG 112, ENG 113, or ENG 114			
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. Approved for transfer as a general education core course in Humanities/Fine Arts. (S)			

<b>ENG 241</b>	<b>British Literature I</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ENG 112, ENG 113, or ENG 114</b>				
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. Approved for transfer as a general education core course in Humanities/Fine Arts. (F) Online-(F)				
<b>ENG 242</b>	<b>British Literature II</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ENG 112, ENG 113, or ENG 114</b>				
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. Approved for transfer as a general education core course in Humanities/Fine Arts. (S) Online-(S)				
<b>ENG 261</b>	<b>World Literature I</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ENG 112, ENG 113, or ENG 114</b>				
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)				
<b>ENG 262</b>	<b>World Literature II</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ENG 112, ENG 113, or ENG 114</b>				
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)				
<b>ENG 272</b>	<b>Southern Literature</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ENG 112, ENG 113, or ENG 114</b>				
This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>ENG 273</b>	<b>African-American Literature</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ENG 112, ENG 113, or ENG 114</b>				
This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>ENG 274</b>	<b>Literature by Women</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ENG 112, ENG 113, or ENG 114</b>				
This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. Approved for transfer as a pre-major and/or elective course. (On Demand)				



**ENG 275 Science Fiction** 3 0 3  
**Prerequisite:** ENG 112, ENG 113, or ENG 114  
 This course covers the relationships between science and literature through analysis of short stories and novels. Emphasis is placed on scientific discoveries that shaped Western culture and our changing view of the universe as reflected in science fiction literature. Upon completion, students should be able to trace major themes and ideas and illustrate relationships between science, world view, and science fiction literature. Approved for transfer as a pre-major and/or elective course. (On Demand)

## French

**FRE 110 Introduction to French** 2 0 2  
 This course provides an introduction to understanding, speaking, reading, and writing French. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate in simple phrases in French. (On Demand)

**FRE 111 Elementary French I** 3 0 3  
**Prerequisites:** ENG 090 and RED 090, or DRE 098, or placement in ENG 110 or 111 or DRE 099.  
**Corequisite:** FRE 181  
 This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**FRE 112 Elementary French II** 3 0 3  
**Prerequisite:** FRE 111  
**Corequisite:** FRE 182  
 This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**FRE 181 French Lab I** 0 2 1  
**Corequisite:** FRE 111  
 This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. Approved for transfer as a pre-major and/or elective course. (On Demand)

**FRE 182 French Lab II** 0 2 1  
**Prerequisite:** FRE 181  
**Corequisite:** FRE 112  
 This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate cultural awareness. Approved for transfer as a pre-major and/or elective course. (On Demand)

**FRE 211 Intermediate French I** 3 0 3

**Prerequisite:** FRE 112

This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**FRE 212 Intermediate French II** 3 0 3

**Prerequisite:** FRE 211

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

## Geography

**GEO 111 World Regional Geography** 3 0 3

**Prerequisite:** DRE 096 or RED 080

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. Approved for transfer as a general education core course in Social/Behavioral Sciences.. (F.S)

**GEO 130 General Physical Geography** 3 0 3

**Prerequisite:** DRE 096 or RED 080

This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. Approved for transfer as a general education core course in Social/Behavioral Sciences. (On Demand)

## German

**GER 111 Elementary German I** 3 0 3

**Prerequisites:** ENG 090 and RED 090, or DRE 098, or placement in ENG 110 or 111 or DRE 099

**Corequisite:** GER 181

This course introduces the fundamental elements of the German language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**GER 112 Elementary German II** 3 0 3

**Prerequisites:** GER 111

**Corequisite:** GER 182

This course is a continuation of GER 111 focusing on the fundamental elements of the German language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate further cultural awareness. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

<b>GER 181</b>	<b>German Lab I</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Prerequisites:</b> <i>ENG 090 and RED 090, or DRE 098, or placement in ENG 110 or 111 or DRE 099</i>				
<b>Corequisite:</b> <i>GER 111</i>				
This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>GER 182</b>	<b>German Lab II</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Prerequisite:</b> <i>GER 181</i>				
<b>Corequisite:</b> <i>GER 112</i>				
This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate cultural awareness. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>GER 211</b>	<b>Intermediate German I</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite:</b> <i>GER 112</i>				
<b>Corequisite:</b> <i>GER 281</i>				
This course provides a review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.				
<b>GER 212</b>	<b>Intermediate German II</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite:</b> <i>GER 211</i>				
<b>Corequisite:</b> <i>GER 282</i>				
This course provides a continuation of GER 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.				
<b>GER 281</b>	<b>German Lab 3</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Prerequisite:</b> <i>GER 182</i>				
<b>Corequisite:</b> <i>GER 211</i>				
This course provides an opportunity to enhance the review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.				
<b>GER 282</b>	<b>German Lab 4</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Prerequisite:</b> <i>GER 281</i>				
<b>Corequisite:</b> <i>GER 212</i>				
This course provides an opportunity to enhance the review and expansion of the essential skills of the German language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.				

## Graphic Design

<b>GRD 110</b>	<b>Typography I</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition,				

identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements. (S)

**GRD 121 Drawing Fundamentals I** 1 3 2

This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works.

**GRD 131 Illustration I** 1 3 2

**Prerequisite:** ART 131, DES 125, or GRD 121

This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork.(F)

**GRD 141 Graphic Design I** 2 4 4

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects. (S)

**GRD 142 Graphic Design II** 2 4 4

**Prerequisite:** ART 121, DES 135, or GRD 141

This course introduces the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects. (F)

**GRD 151 Computer Design Basics** 1 4 3

This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool. (F)

**GRD 152 Computer Design Tech I** 1 4 3

**Prerequisite:** GRD 151

This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work. (F)

**GRD 167 Photographic Imaging I** 1 4 3

This course introduces basic camera operations and photographic production. Topics include subject composition, depth of field, shutter control, light control, color, photo-finishing, and digital imaging, correction and output. Upon completion, students should be able to produce traditional and/or digital photographic prints with acceptable technical and compositional quality.(F)

**GRD 241 Graphic Design III** 2 4 4

**Prerequisite:** DES 136 or GRD 142

This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenges graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving. (S)

**GRD 280 Portfolio Design** 2 4 4  
**Prerequisites:** GRD 142 and GRD 152  
 This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a resume and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and relative self-promotional materials. (S)

## Gerontology

**GRO 120 Gerontology** 3 0 3  
**Prerequisite:** PSY 150  
 This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects. (S)

## Heavy Equipment Maintenance

**HET 110 Diesel Engines** 3 9 6  
 This course introduces theory, design, terminology, and operating adjustments for diesel engines. Emphasis is placed on safety, theory of operation, inspection, measuring, and rebuilding diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines. (F)

**HET 114 Power Trains** 3 6 5  
 This course introduces power transmission devices. Topics include function and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Upon completion, students should be able to identify, research specifications, repair, and adjust power train components. (S)

**HET 115 Electronic Engines** 2 3 3  
**Prerequisite:** ELN 112, HET 110 and HET 112  
 This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines. (F)

**HET 119 Mechanical Transmissions** 2 2 3  
 This course introduces the operating principles of mechanical medium and heavy duty truck transmissions. Topics include multiple counter shafts, power take-offs, sliding idler clutches, and friction clutches. Upon completion, students should be able to diagnose, inspect, and repair mechanical transmissions. (S)

**HET 125 Preventive Maintenance** 1 3 2  
**Prerequisite:** HET 110, HET 112 and HET 114  
 This course introduces preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventive maintenance schedules, services, DOT rules and regulations, and roadability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers. (S)

**HET 126 Preventive Maintenance Lab** 0 3 1  
**Corequisite:** HET 125  
 This course provides a laboratory setting to enhance preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Emphasis is placed on practical experiences that enhance the topics presented in HET 125. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in HET 125. (S)

<b>HET 128</b>	<b>Medium/Heavy Duty Tune-up</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>Prerequisite:</b> <i>HET 110, HET 114, and TRN 120</i>				
This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, students should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment. (S)				
<b>HET 230</b>	<b>Air Brakes</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>Prerequisite:</b> <i>HET 110, HET 114, and TRN 120</i>				
This course introduces the operation and design of air braking systems used on trucks. Topics include safety, governors, compressors, and supporting systems. Upon completion, students should be able to diagnose, disassemble, inspect, repair, and reassemble air brake systems. (S)				
<b>HET 231</b>	<b>Medium/Heavy Duty Brake Systems</b>	<b>1</b>	<b>3</b>	<b>2</b>
<b>Prerequisite:</b> <i>ELN 112 and TRN 120</i>				
This course covers the theory and repair of braking systems used in medium and heavy duty vehicles. Topics include air, hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy duty vehicles. (F)				
<b>HET 233</b>	<b>Suspension and Steering</b>	<b>2</b>	<b>4</b>	<b>4</b>
<b>Prerequisite:</b> <i>HET 110, HET 114, and TRN 120</i>				
This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components on medium and heavy duty vehicles. (F)				

## History

<b>HIS 111</b>	<b>World Civilization I</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite:</b> <i>DRE 096, or RED 080, or placement into DRE 097, or DRE 098, or ENG 110, ENG 111, or DRE 099.</i>				
This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F,S,SS) Online-(F)				
<b>HIS 112</b>	<b>World Civilization II</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite:</b> <i>DRE 096, or RED 080, or placement into DRE 097, or DRE 098, or ENG 110, ENG 111, or DRE 099.</i>				
This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F,S) Online-(S)				
<b>HIS 116</b>	<b>Current World Problems</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite:</b> <i>DRE 096, or RED 080, or placement into DRE 097, or DRE 098, or ENG 110, ENG 111, or DRE 099.</i>				
This course covers current world events from a historical perspective. Topics include regional problems as well as international concerns. Upon completion, students should be able to analyze significant current world problems from a historical perspective. Approved for transfer as a pre-major and/or elective course. (On Demand)				

**HIS 121 Western Civilization I** 3 0 3  
**Prerequisite:** DRE 096, or RED 080, or placement into DRE 097, or DRE 098, or ENG 110, ENG 111, or DRE 099.

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F,S,) Online-(F,S,SS)

**HIS 122 Western Civilization II** 3 0 3  
**Prerequisite:** ENG 090 and RED 090, or DRE 098, or placement into ENG 110, or ENG 111, or DRE 099..

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F,S) Online-(F,S,SS)

**HIS 131 American History I** 3 0 3  
**Prerequisites:** ENG 090 and RED 090, or DRE 098, or placement into ENG 110, or ENG111, or DRE 099.

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F) Online-(F,S)

**HIS 132 American History II** 3 0 3  
**Prerequisites:** ENG 090 and RED 090, or DRE 098, or placement into ENG 110, or ENG111, or DRE 099.

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. Approved for transfer as a general education core course in Social/Behavioral Sciences. (S) Online-(F,S,)

**HIS 145 The Second World War** 3 0 3  
**Prerequisites:** ENG 090 and RED 090, or DRE 098, or placement into ENG 110, or ENG 111, or DRE 099.

This course covers the period of the Second World War from 1919 to 1945. Topics include the Treaty of Versailles, the rise of totalitarian regimes, the origins of the war, the major military campaigns in Europe and the Pacific, and the aftermath. Upon completion, students should be able to analyze significant political, military, socioeconomic, and cultural developments that influenced the Second World War. Approved for transfer as a pre-major and/or elective course. (On Demand)

**HIS 163 The World Since 1945** 3 0 3  
**Prerequisite:** RED 080, or DRE 097, or placement into RED 090, or DRE 098, or ENG 110, or ENG 111, or DRE 099.

This course surveys world developments since the end of World War II. Topics include the Cold War, nationalism, colonialism, the Third World, the arms race, and global capitalism and regionalism. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the world since 1945. Approved for transfer as a pre-major and/or elective course. (On Demand)

**HIS 211 Ancient History** 3 0 3  
**Prerequisites:** ENG 090 and RED 090, or DRE 098, or placement into ENG 110, or ENG 111, or DRE 099.

This course traces the development of the cultural, intellectual, and political foundations of

western civilization. Topics include the civilizations of the Near East, the classical Greek and Hellenistic eras, the Roman world, Judaism, and Christianity. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the ancient world. Approved for transfer as a pre-major and/or elective course. (S)

**HIS 233 History of Appalachia** 3 0 3  
**Prerequisite:** *ENG 110 or 111*

This course introduces the Appalachian region and its relationship to mainstream American history. Topics include regional settlement patterns and a study of Appalachian culture. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in Appalachia. Approved for transfer as a pre-major and/or elective course. (On Demand)

## Horticulture

**HOR 114 Landscape Construction** 2 2 3

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features. (F)

**HOR 134 Greenhouse Operations** 2 2 3

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops. (S)

**HOR 142 Fruit and Vegetable Production** 1 2 2

This course introduces the principles and techniques of growing fruits and field-grown vegetables. Topics include site selection, proper varietal selection, nutritional values, cultural techniques, harvesting and marketing, and insect and disease control. Upon completion, students should be able to demonstrate an understanding of the principles related to the production of selected fruits and vegetables. (S)

**HOR 152 Horticultural Practices** 0 3 1

This course covers the maintenance of ornamental plantings and production areas. Topics include maintenance of flower beds, vegetable gardens, greenhouses, and container and field nursery stock using sound horticultural practices. Upon completion, students should be able to apply the principles and practices of maintaining ornamental landscape plantings. (F)

**HOR 160 Plant Materials I** 2 2 3

This course covers identification, culture, characteristics, and use of plants. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials. (F)

**HOR 162 Applied Plant Science** 2 2 3

This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture. (F)

**HOR 164 Horticulture Pest Management** 2 2 3

This course covers the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulations, safety, and pesticide application. Upon completion, students should be able to meet the requirements for North Carolina Commercial Pesticide Ground Applicators license. (S)



- HOR 166 Soils and Fertilizers** 2 2 3  
 This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation, classification, physical and chemical properties, testing, fertilizer application, and other amendments. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media. (SS)
- HOR 168 Plant Propagation** 2 2 3  
 This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants. (F)
- HOR 170 Horticulture Computer Applications** 1 3 2  
 This course introduces computer programs as they apply to the horticulture industry. Emphasis is placed on applications of software for plant identification, design, and irrigation. Upon completion, students should be able to use computer programs in horticulture situations. (S)
- HOR 225 Nursery Production** 2 2 3  
 This course covers all aspects of nursery crop production. Emphasis is placed on field production and covers soils, nutrition, irrigation, pest control, and harvesting. Upon completion, students should be able to produce a marketable nursery crop. (F)
- HOR 235 Greenhouse Production** 2 2 3  
 This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops. (S)
- HOR 245 Horticulture Specialty Crops** 2 2 3  
 This course introduces the techniques and requirements for the production of horticultural crops of special or local interest. Topics include development of a local market, proper varietal selection, cultural practices, site selection, and harvesting and marketing practices. Upon completion, students should be able to choose, grow, and market a horticultural crop of special or local interest. (F)
- HOR 253 Horticulture Turfgrass** 2 2 3  
 This course covers information and skill development necessary to establish and manage landscape turfgrasses. Topics include grass identification, establishment, cultural requirements, application of control products, fertilization, and overseeding techniques. Upon completion, students should be able to analyze a landscape site and determine those cultural and physical activities needed to establish or manage a quality turf.
- HOR 260 Plant Materials II** 2 2 3  
 This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, cultural requirements, and landscape uses. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials. (F)
- HOR 265 Advanced Plant Materials** 1 2 2  
 This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, cultural requirements, and landscape uses. Upon completion, students should be able to correctly select plants for specific landscape uses. (S)
- HOR 271 Garden Center Management** 2 0 2  
 This course covers the retail marketing of gardening products and services through mass market and independent garden centers. Topics include garden center layout, customer relations, market choice, product lines, vendors, and the relationship with the broader horticultural

community. Upon completion, students should be able to demonstrate an understanding of the principles and practices of the retail garden center. (S)

**HOR 273 Horticulture Management and Marketing 3 0 3**

This course covers the steps involved in starting or managing a horticulture business. Topics include financing, regulations, market analysis, employer/employee relations, formulation of business plans, and operational procedures in a horticultural business. Upon completion, students should be able to assume ownership or management of a horticultural business. (S)

## Hotel and Restaurant Management

**HRM 245 Human Resource Mgmt - Hospitality 3 0 3**

**Prerequisite:** *CUL 110 and CUL 140*

This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry. (S)

## Human Services

**HSE 110 Introduction to Human Services 2 2 0 3**

**Prerequisite:** *DRE 098 or ENG 090 and RED 090 or placement in DRE 099.*

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker. (F)

**HSE 112 Group Process I 1 2 0 2**

**Prerequisite:** *DRE 098 or ENG 090 and RED 090 or placement in DRE 099 and Enrollment in the Human Services Program*

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings. (F)

**HSE 123 Interviewing Techniques 2 2 0 3**

**Prerequisite:** *DRE 098 or ENG 090 and RED 090 or placement in DRE 099*

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship. (F)

**HSE 125 Counseling 2 2 0 3**

**Prerequisite:** *PSY 150*

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques. (S)

**HSE 145 Child Abuse and Neglect 3 0 0 3**

**Prerequisite:** *DRE 098 or ENG 090 and RED 090 or placement in DRE 099*

This course explores the abused and neglected child, including the nature and dimension of

the problem. Emphasis is placed on various types of abuse and neglect, their causes, proper treatment, and reporting laws and procedures. Upon completion, students should be able to identify family intervention and counseling techniques to help parents effectively cope in parent-child conflicts. (S)

**HSE 210 Human Services Issues** 2 0 0 2  
**Prerequisite:** DRE 098 or ENG 090 and RED 090 or placement in DRE 099 and successful completion of 12 shc in the Human Services Program

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field. (S)

**HSE 225 Crisis Intervention** 3 0 0 3  
**Prerequisite:** DRE 098 or ENG 090 and RED 090 or placement in DRE 099

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately. (S)

**HSE 240 Issues in Client Services** 3 0 0 3  
**Prerequisite:** DRE 098 or ENG 090 and RED 090 or placement in DRE 099

This course introduces systems of professional standards, values, and issues in the helping professions. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues. (F)

## Humanities

**HUM 110 Technology and Society** 3 0 3  
**Prerequisites:** DRE 098 or ENG 080 and RED 080 or placement ENG 090 and RED 090 or DRE 099 or ENG 110 or 111

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. Approved for transfer as a general education core course in Humanities/Fine Arts. (F,S)

**HUM 115 Critical Thinking** 3 0 3  
**Prerequisites:** ENG 095 or RED 090 and ENG 090, or DRE 098, or placement in DRE 099 or ENG 110 or 111

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. Approved for transfer as a general education core course in Humanities/Fine Arts. This course may meet the SACS humanities requirement for AAS degree programs. (On Demand)

**HUM 120 Cultural Studies** 3 0 3  
**Prerequisites:** DRE 098 or ENG 080 and RED 080 or placement in ENG 090 or RED 090 or DRE 099 or ENG 110 or 111

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. Students will study the culture(s) as selected and announced for each section/term. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

- HUM 121 The Nature of America** 3 0 3  
 This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)
- HUM 122 Southern Culture** 3 0 3  
**Prerequisites:** *DRE 098 or ENG 080 and RED 080 or placement in ENG 090 or RED 090 or DRE 099 or ENG 110 or 111*  
 This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. Approved for transfer as a general education core course in Humanities/Fine Arts. (F)
- HUM 123 Appalachian Culture** 3 0 3  
 This course provides an interdisciplinary study of the unique features of Appalachian culture. Topics include historical, political, sociological, psychological, and artistic features which distinguish this region. Upon completion, students should be able to demonstrate a broad-based awareness and appreciation of Appalachian culture. Approved for transfer as a pre-major and/or elective course. (On Demand)
- HUM 130 Myth in Human Culture** 3 0 3  
**Prerequisites:** *ENG 090 and RED 090, or DRE 098, or placement in DRE 099 or ENG 110 or 111*  
 This course provides an inter-disciplinary study of the history, literature, and social roles of This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. This course has been approved for transfer as a general education core course in Humanities/Fine Arts (On Demand)
- HUM 150 American Women's Studies** 3 0 3  
 This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)
- HUM 160 Introduction to Film** 2 2 3  
**Prerequisites:** *DRE 098 or ENG 090 and RED 090, or placement in DRE 099 or ENG 110 or 111*  
 This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand) Online-(F,S,SS)
- HUM 161 Advanced Film Studies** 2 2 3  
**Prerequisites:** *HUM 160*  
 This course provides an advanced study of film art and production, building on skills learned in HUM 160. Topics include advanced film production techniques, film genres, examination of master directors' styles, and the relation of film to culture. Upon completion, students should be able to recognize and critically analyze advanced elements of film production. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**HUM 170 The Holocaust** 3 0 3  
**Prerequisite:** DRE 097, or RED 080, or placement in RED 090, or DRE 098, or ENG 110 or 111 or DRE 099.

This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust. Approved for transfer as a pre-major and/or elective course. (On Demand)

**HUM 180 International Cultural Exploration** 2 3 3

This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements. Approved for transfer as a pre-major and/or elective course. (On Demand)

**HUM 220 Human Values and Meaning** 3 0 3  
**Prerequisite:** ENG 110 or ENG 111

This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**HUM 230 Leadership Development** 3 0 3  
**Prerequisite:** ENG 110 or ENG 111

This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations. Students will be required to participate in at least one co-curricula student organization during the course. Approved for transfer as a pre-major and/or elective course. (On Demand)

## Hydraulics and Pneumatics

**HYD 110 Hydraulics/Pneumatics I** 2 3 3

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting. (F)

**HYD 112 Hydraulics/Medium/Heavy Duty** 1 2 2

This course introduces hydraulic theory and applications as applied to mobile equipment. Topics include component studies such as pumps, motors, valves, cylinders, filters, reservoirs, lines, and fittings. Upon completion, students should be able to identify, diagnose, test, and repair hydraulic systems using schematics and technical manuals. (S, SS)

**HYD 115 Industrial Hydraulics** 2 2 3

This course introduces basic principles, components, and concepts of industrial hydraulic systems. Topics include standard symbols, actuators, control valves and other hydraulic components. Upon completion, the student should be able to demonstrate an understanding of the principles, concepts, and operation of an industrial hydraulic system.

**HYD 121   Hydraulics/Pneumatics II**                         **1            3            2**  
**Prerequisite:** HYD 110

This course is a continuation of HYD 110 and provides further investigation into fluid power systems. Topics include advanced system components, troubleshooting, and other related topics. Upon completion, students should be able to demonstrate an understanding of the installation, application, operation, and maintenance of fluid power components and systems. (S)

**HYD 180   Pneumatics in Automation**                         **2            3            3**

This course introduces the basic components and functions of pneumatic systems and their application to automated machinery. Topics include standard symbols, compressors, control valves, control circuits, actuators, maintenance procedures, switching and control devices as applied to automated machinery. Upon completion, students should be able to demonstrate an understanding of the operation of compressed air and vacuum systems including design, troubleshooting, and applications.

**HYD 210   Advanced Hydraulics**                                 **1            3            2**

**Prerequisite:** HYD 110 or HYD 111 or HYD 112

This course covers advanced hydraulic systems. Emphasis is placed on advanced hydraulic systems and components, troubleshooting, and other related topics. Upon completion, students should be able to demonstrate an understanding of the installation, application, operation, and maintenance of hydraulic components and systems.

## **Industrial Science**

**ISC 111   Quality Control**   **2            0            2**

This course provides training in inspection gaging methods, and statistical process control concepts. Topics include special gage design, production gaging, inspection, and statistical process control concepts. Upon completion, students should be able to design and use custom gaging and apply statistical process control concepts. (S)

**ISC 112   Industrial Safety**   **2            0            2**

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance

**ISC 128   Industrial Leadership**                                     **2            0            2**

This course introduces principles and techniques for managers in modern industry. Topics include leadership traits, management principles and processes, managing conflicts, group dynamics, team building, counseling, motivation, and communications. Upon completion, students should be able to understand and apply leadership and management principles in work situations (S)

**ISC 129   Qual Testing Lab Tech**                                     **2            2            3**

This course provides practical training in destructive and non-destructive testing techniques. Emphasis is placed on quality testing in industrial laboratories. Upon completion, students should be able to perform basic laboratory testing functions and complete test forms.

**ISC 130   Intro to Quality Control**                                     **3            0            3**

This course introduces the philosophies, principles, and techniques of managing quality. Topics include the functions, responsibilities, structures, costs, reports, personnel, and vendor-customer relationships associated with quality control and management. Upon completion, students should be able to demonstrate an understanding of quality control and management.

**ISC 131   Quality Management**   **3            0            3**

This course provides a study and analysis of the aspects and implications of quality management

that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.

**ISC 132 Mfg Quality Control** 2 3 3  
 This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.

**ISC 135 Principles of Industrial Mgmt** 3 0 3  
 This course covers the managerial principles and practices required for organizations to succeed in modern industry. Topics include the functions and roles of all levels of management, organization design, and planning and control of manufacturing operations. Upon completion, students should be able to demonstrate an understanding of management principles and integrate these principles into job situations.

**ISC 212 Metrology** 1 2 2  
 This course covers the principles and techniques of modern practical metrology and inspection methods. Topics include precision, accuracy, standards, and calibration. Upon completion, students should be able to perform various roles within a metrology system.

**ISC 220 Lean Manufacturing** 2 2 3  
 This course introduces students to the concept of lean manufacturing as a means of waste reduction. Topics include the examination of manufacturing operations and the incorporation of lean techniques to reduce waste, cost, time, and materials in manufacturing processes. Upon completion, students should be able to demonstrate an understanding of lean manufacturing systems and how they benefit the environment and business.

## Journalism

**JOU 110 Introduction to Journalism** 3 0 3  
*Prerequisites: DRE 097, or ENG 090 and RED 080, or placement in ENG 110 or 111 or DRE 098, or DRE 099.*

This course presents a study of journalistic news, feature, and sports writing. Emphasis is placed on basic news writing techniques and on related legal and ethical issues. Upon completion, students should be able to gather, write, and edit news, feature, and sports articles. Approved for transfer as a pre-major and/or elective course. (On Demand)

**JOU 111 Publication Workshop I** 1 3 2  
*Prerequisite: JOU 110*

This course introduces the basic techniques of producing a publication. Emphasis is placed on writing, editing, layout, design, and printing. Upon completion, students should be able to demonstrate competence in the various phases of publication production. (On Demand)

**JOU 112 Publication Workshop II** 1 3 2  
*Prerequisite: JOU 111*

This course is a continuation of the basic techniques of producing a publication. Emphasis is placed on writing, editing, layout, design, and printing. Upon completion, students should be able to demonstrate competence in the various phases of publication production. (On Demand)

**JOU 120 JOU/Theory and Production** 2 2 3

This course provides a study of basic journalistic writing and production techniques. Emphasis is placed on interviewing, drafting, editing, layout, design, and printing. Upon completion, students should be able to demonstrate competence in the various phases of writing and producing a publication. (On Demand)

# Landscape Architecture Technology

**LAR 111 Intro to Landscp Arc Tech** 1 6 3  
This course introduces basic architectural drafting techniques, lettering, and use of architectural and engineering scales. Topics include creating landscape architectural plans, sections and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum landscape architectural standards.

**LAR 211 Commercial Site Design** 1 6 3  
This course covers commercial landscape design techniques. Topic include creation of site analysis drawings, commercial landscape architectural plans, and other related topics. Upon completion, students should be able to perform a site analysis, design a commercial landscape, and generate scaled drawings within landscape architectural standards.

# Landscape Gardening

**LSG 121 Fall Gardening Lab** 0 6 2  
This course provides basic hands-on experience in fall gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, and turf maintenance. Upon completion, students should be able to perform various techniques essential to maintaining the fall landscape. (F)

**LSG 122 Spring Gardening Lab** 0 6 2  
This course provides familiarization with basic gardening techniques by performing practical hands-on exercises required for the spring season. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, and landscape construction. Upon completion, students should be able to satisfactorily perform various practices essential to maintaining the landscape in the spring season. (S)

# Machining

**MAC 111 Machining Technology I** 2 12 6  
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. (F)

**MAC 112 Machining Technology II** 2 12 6  
**Prerequisite: MAC 111**  
This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling. (S)

**MAC 113 Introduction to Metrology** 2 12 6  
**Prerequisite: MAC 112**  
This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

**MAC 114 Introduction to Metrology** 2 0 2  
This course introduces the care and use of precision measuring instruments. Emphasis is placed



on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments. (On Demand)

**MAC 121 Introduction to CNC** 2 0 2

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage. (S, F)

**MAC 122 CNC Turning** 1 3 2

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers. (F)

**MAC 124 CNC Milling** 1 3 2

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers. (S)

**MAC 131 Blueprint Reading/Mach I** 1 2 2

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. (F)

**MAC 214 Machining Technology IV** 2 12 6

**Prerequisite: MAC 112**

This course provides advanced applications and practical experience in the manufacturing of complex parts. Emphasis is placed on inspection, gaging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications.

**MAC 215 Machining Technology V** 2 12 6

**Prerequisite: MAC 214**

This course provides an opportunity to apply skills acquired in previous course work. Emphasis is placed on the production of parts using modern machining and gaging techniques. Upon completion, students should be able to demonstrate problem-solving skills as they relate to advanced machining.

**MAC 222 Advanced CNC Turning** 1 3 2

**Prerequisite: MAC 122**

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

**MAC 224 Advanced CNC Milling** 1 3 2

**Prerequisite: MAC 124**

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

**MAC 228 Advanced CNC Processes** 2 3 3

This course covers advanced programming, setup, and operation of CNC turning centers and CNC milling centers. Topics include advanced programming formats, control functions, program editing, and part production and inspection. Upon completion, students should be able to manufacture complex parts using CNC turning and milling centers.

**MAC 229 CNC Programming** 2 0 2

**Prerequisite:** MAC 121, MAC 122, MAC 124, or MAC 226

This course provides concentrated study in advanced programming techniques for working with modern CNC machine tools. Topics include custom macros and subroutines, canned cycles, and automatic machining cycles currently employed by the machine tool industry. Upon completion, students should be able to program advanced CNC functions while conserving machine memory.

**MAC 231 CNC Graphics Prog: Turning** 1 4 3

**Prerequisite:** MAC 121 or MAC 122

This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Emphasis is placed on the interaction of menus to develop a shape file in a graphics CAM system and to develop tool path geometry and part geometry. Upon completion, students should be able to develop a job plan using CAM software, include machine selection, tool selection, operational sequence, speed, feed, and cutting depth.

**MAC 232 CNC Graphics Prog: Milling** 1 4 3

**Prerequisite:** MAC 121 or MAC 124

This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

**MAC 233 Appl in CNC Machining** 2 12 6

This capstone course provides students the opportunity to apply skills learned throughout the curriculum. Emphasis is placed on production of parts and assemblies using modern CNC machine tools. Upon completion, students should be able to manufacture complex parts using a variety of CNC machine tools.

**MAC 234 Adv Four/Five-Axis Machin** 3 9 6

This course specializes in four- and five-axis machining using machining centers with full four- and five-axis capabilities. Emphasis is placed on generation of machining center output with a CAM system and setup and operation of pallet changer and rotary system for five-axis machining. Upon completion, students should be able to convert CAD to output for four- and five-axis machining centers, including tooling, setup, and debugging processes.

**MAC 245 Mold Construction I** 2 6 4

**Prerequisite:** MAC 112

This course introduces the principles of mold making. Topics include types, construction, and application of molds. Upon completion, students should be able to design and build simple molds.

## Masonry

**MAS 140 Introduction to Masonry** 1 2 2

This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be able to demonstrate an understanding of masonry and be able to use basic masonry techniques. (S)

## Mathematics

**MAT 101 Applied Mathematics I** 2 2 3

**Prerequisite:** MAT 060, MAT 070, MAT 080, MAT 090, or MAT 095; or DMA 010, 020, and 030.

This course is a comprehensive review of arithmetic with basic algebra designed to meet the

needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. This course is intended for diploma programs. (On Demand)

**MAT 110 Mathematical Measurement** 2 2 3  
**Prerequisite:** MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175; or DMA 010, 020, and 030.

This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data. S)

**MAT 115 Mathematical Models** 2 2 3  
**Prerequisite:** MAT 070, MAT 080, MAT 090, or MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 ; or DMA 010, 020, 030, 040, and 050.

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently. (On Demand)

**MAT 120 Geometry and Trigonometry** 2 2 3  
**Prerequisite:** MAT 070, MAT 080, MAT 090, or MAT 095, MAT 121, MAT 161, MAT 171 or MAT 175; or DMA 010, 020, 030, and 040.

This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology. (On Demand)

**MAT 121 Algebra/Trigonometry I** 2 2 3  
**Prerequisite:** MAT 070, MAT 080, MAT 090, or MAT 095; or DMA 010, 020, 030, 040, and 050.

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results. (On Demand)

**MAT 122 Algebra/Trigonometry II** 2 2 3  
**Prerequisite:** MAT 121, MAT 161, MAT 171, or MAT 175; or DMA 010, 020, 030, 040, and 050.

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results. (On Demand)

**MAT 140 Survey of Mathematics** 3 0 3  
**Prerequisite:** MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175; or DMA 010, 020, 030, and 040.

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications,

think logically, and be able to work collaboratively and independently. Approved for transfer as a general education core course in Mathematics. (F,S,SS) Online-(F,S,SS)

**MAT 140A Survey of Mathematics Lab** 0 2 1  
**Prerequisite:** MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175; or DMA 010, 020, 030, and 040.  
**Corequisite:** MAT 140

This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. Approved for transfer as a pre-major and/or elective course. (On Demand)

**MAT 155 Statistical Analysis** 3 0 3  
**Prerequisite:** MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175; or DMA 010, 020, 030, 040, and 050.

This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data. Approved for transfer as a general education core course in Mathematics. (Quantitative Option). (S) Online-(SS)

**MAT 155A Statistics Analysis Lab** 0 2 1  
**Prerequisite:** MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175; or DMA 010, 020, 030, 040, and 050.  
**Corequisite:** MAT 155

This course is a laboratory for MAT 155. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. Approved for transfer as a pre-major and/or elective course. (On Demand)

**MAT 161 College Algebra** 3 0 3  
**Prerequisite:** MAT 080, MAT 090, or MAT 095; or DMA 010, 020, 030, 040, 050, 060, 070, and 080.

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. Approved for transfer as a general education core course in Mathematics. (F)

**MAT 161A College Algebra Lab** 0 2 1  
**Prerequisite:** MAT 080, MAT 090, or MAT 095; or DMA 010, 020, 030, 040, 050, 060, 070, and 080.  
**Corequisite:** MAT 161

This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. Approved for transfer as a pre-major and/or elective course. (On Demand)

**MAT 171 Precalculus Algebra** 3 0 3  
**Prerequisite:** MAT 080, MAT 090, MAT 095, or MAT 161; or DMA 010, 020, 030, 040, 050, 060, 070, and 080.

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. Approved for transfer as a general education core course in Mathematics. (F)

**MAT 171A Precalculus Algebra Lab** 0 2 1  
**Prerequisite:** MAT 080, MAT 090, MAT 095, or MAT 161; or DMA 010, 020, 030, 040, 050, 060, 070, and 080.  
**Corequisite:** MAT 171

This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. Approved for transfer as a pre-major and/or elective course. (F)

**MAT 172 Precalculus Trigonometry** 3 0 3  
**Prerequisite:** MAT 171

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors, and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. Approved for transfer as a general education core course in Mathematics. (S)

**MAT 172A Precalculus Trigonometry Lab** 0 2 1  
**Prerequisite:** MAT 171  
**Corequisite:** MAT 172

This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. Approved for transfer as a pre-major and/or elective course. (On Demand)

**MAT 175 Precalculus** 4 0 4  
**Prerequisite:** MAT 080, MAT 090, or MAT 095; or DMA 010, 020, 030, 040, 050, 060, 070, and 080.

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. Approved for transfer as a general education core course in Mathematics. (On Demand)

**MAT 175A Precalculus Lab** 0 2 1  
**Prerequisite:** MAT 080, MAT 090, or MAT 095; or DMA 010, 020, 030, 040, 050, 060, 070, and 080.  
**Corequisite:** MAT 175

This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. Approved for transfer as a pre-major and/or elective course. (On Demand)

**MAT 223 Applied Calculus** 2 2 3  
**Prerequisite:** MAT 122

This course provides an introduction to the calculus concepts of differentiation and integration by way of application and is designed for engineering technology students. Topics include limits, slope, derivatives, related rates, areas, integrals, and applications. Upon completion, students should be able to demonstrate an understanding of the use of calculus and technology to solve problems and to analyze and communicate results. (On Demand)

**MAT 263 Brief Calculus** 3 0 3  
**Prerequisite:** MAT 161, MAT 171, or MAT 175

This course is designed for students needing only one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology

to solve problems and to analyze and communicate results. Approved for transfer as a general education core course in Mathematics. (On Demand)

**MAT 263A Brief Calculus Lab** 0 2 1  
**Prerequisite:** MAT 161, MAT 171, or MAT 175  
**Corequisite:** MAT 263

This course is a laboratory for MAT 263. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. Approved for transfer as a pre-major and/or elective course. (On Demand)

**MAT 271 Calculus I** 3 2 4  
**Prerequisite:** MAT 172 or MAT 175

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. Approved for transfer as a general education core course in Mathematics. (F)

**MAT 272 Calculus II** 3 2 4  
**Prerequisite:** MAT 271

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. Approved for transfer as a general education core course in Mathematics. (S)

**MAT 273 Calculus III** 3 2 4  
**Prerequisite:** MAT 272

This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. Approved for transfer as a general education core course in Mathematics. (On Demand)

**MAT 280 Linear Algebra** 3 0 3  
**Prerequisite:** MAT 271

This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. (On Demand)

## Mechanical

**MEC 110 Intro to CAD/CAM** 1 2 2

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

**MEC 111 Machine Processes I** 1 4 3

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances. (F)

<b>MEC 112 Machine Processes II</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Prerequisite:</b> MEC 111			
This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound setup of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to demonstrate proper procedures for manufacture of assembled parts. (S)			
<b>MEC 125 Non-Machining Mfg Processes</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course introduces non-machining manufacturing processes used in industry. Topics include casting and molding, metal forming, joining and assembly, finishing, and other related topics. Upon completion, students should be able to identify and select appropriate manufacturing processes.			
<b>MEC 128 CNC Machine Processes</b>	<b>2</b>	<b>4</b>	<b>4</b>
This course covers programming, setup, and operations of CNC turning, milling, and other CNC machines. Topics include programming formats, control functions, program editing, and part production and inspection. Upon completion, students should be able to manufacture simple parts using CNC machines.			
<b>MEC 130 Mechanisms</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.			
<b>MEC 145 Mfg Materials I</b>	<b>2</b>	<b>3</b>	<b>3</b>
This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.			
<b>MEC 161 Manufacturing Processes I</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials.			
<b>MEC 161A Manufacturing Proc I Lab</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>Corequisite:</b> MEC 161			
This course is a laboratory for MEC 161. Emphasis is placed on experiences that enhance the materials presented in MEC 161. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in MEC 161.ent.			
<b>MEC 165 Fabrication Techniques</b>	<b>1</b>	<b>3</b>	<b>2</b>
<b>Prerequisite:</b> WLD 112 and MEC 111			
This course expands skills in bench work, welding, and machinery. Emphasis is placed on integrating techniques of welding and machine processes. Upon completion, students should be able to design, fabricate, and repair parts and/or modify existing equipment.			
<b>MEC 172 Intro to Metallurgy</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.			

- MEC 180 Engineering Materials** 2 3 3  
 This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications. This course is also available through the Virtual Learning Community (VLC).
- MEC 187 Composite Materials** 2 3 3  
 This course introduces composite engineering materials. Topics include selection and processing of composites. Upon completion, students should be able to select appropriate materials and demonstrate knowledge in processing and curing of composites.
- MEC 210 Applied Mechanics** 2 2 3  
 This course is a study of forces, stresses, and strains acting upon mechanical components. Topics include static equilibrium; normal, shear, and bending stresses; mathematical and graphical solution techniques; and the relationship between stress and strain. Upon completion, students should be able to demonstrate proficiency in analyzing the forces, stresses, and strains common to applications in the workplace.
- MEC 211 Engineering Mats and Testing** 3 3 4  
 This course introduces the electrical, physical, and mechanical properties of materials and appropriate test methods and equipment. Topics include ferrous and non-ferrous metals, plastics, and other engineering materials. Upon completion, students should be able to solve problems regarding material selection and processing based on knowledge of the behavior and characteristics of engineering materials.
- MEC 231 Comp-Aided Manufact I** 1 4 3  
 This course introduces computer-aided design/manufacturing (CAD/CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD/CAM applications.
- MEC 232 Comp-Aided Manufact II** 1 4 3  
**Prerequisite: MEC 231**  
 This course provides an in-depth study of CAM applications and concepts. Emphasis is placed on the manufacturing of complex parts using computer-aided manufacturing software. Upon completion, students should be able to manufacture complex parts using CAM software.
- MEC 245 Mfg Materials II** 2 3 3  
**Prerequisite: MEC 145**  
 This course covers advanced materials and processing techniques used in modern manufacturing. Emphasis is placed on processing, testing, and application of materials such as polymers, ceramics, and coatings and nontraditional manufacturing processes. Upon completion, students should be able to demonstrate a comprehensive understanding of modern manufacturing processes, engineering materials, and production systems.
- MEC 250 Statics and Strength of MAT** 4 3 5  
 This course covers the concepts and principles of statics and stress analysis. Topics include systems of forces on structures in equilibrium and analysis of stresses and strains on these components. Upon completion, students should be able to analyze forces and the results of stresses and strains on structural components.
- MEC 251 Statics** 2 2 3  
 This course covers the concepts and principles of statics. Topics include systems of forces and moments on structures in two- and three-dimensions in equilibrium. Upon completion, students should be able to analyze forces and moments on structures.
- MEC 252 Strength of Materials** 2 2 3  
**Prerequisite: MEC 251**  
 This course covers the principles and concepts of stress analysis. Topics include centroids,



moments of inertia, shear/moment diagrams, and stress and strain. Upon completion, students should be able to perform a stress and strain analysis on structural components.

**MEC 272 Dynamics** 2 2 3  
**Prerequisite: PHY 131 or PHY 151**

This course covers the forces associated with motion. Topics include translation, rotation, acceleration, displacement, and velocity. Upon completion, students should be able to analyze forces and motion in a dynamic mechanical system.

## Medical Assisting

**MED 110 Orientation to Medical Assisting** 1 0 0 1

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting. (F)

**MED 114 Professional Interactions in Health Care** 1 0 0 1

This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and needs specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communication with empathy and impartiality. (F)

**MED 118 Medical Law and Ethics** 2 0 0 2

**Prerequisites: DRE 098 or ENG 090 and RED 090 or placement in DRE 099.**

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional. (F)

**MED 121 Medical Terminology I** 3 0 0 3

**Prerequisites: DRE 098 or ENG 090 and RED 090 or placement in DRE 099.**

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. (F)

**MED 122 Medical Terminology II** 3 0 0 3

**Prerequisite: MED 121**

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. (S)

**MED 130 Administrative Office Procedures I** 1 2 0 2

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment. (S)

**MED 131 Administrative Office Procedures II** 1 2 0 2

**Prerequisite: MED 130**

This course provides medical office procedures in both economic and management skills.

Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel. (F)

**MED 140 Exam Room Procedures I** 3 4 0 5  
**Prerequisites:** DMA 010, DMA 020, DMA 030 and DMA 040 or MAT 060 and enrollment in the Medical Assisting Program

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures. (S)

**MED 150 Laboratory Procedures I** 3 4 0 5

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. (S)

**MED 182 CPR First Aid and Emergency** 1 2 0 2

This course provides the basic knowledge and skills necessary to perform basic CPR, first aid, and medical emergency care related to the clinical, home, office, and recreational setting. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students should be able to demonstrate basic CPR, first aid, and medical emergency care. (F)

**MED 232 Medical Insurance Coding** 1 3 0 2

This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement. (S)

**MED 240 Exam Room Procedures II** 3 4 0 5

**Prerequisite:** MED 140

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures. (F)

**MED 260 MED Clinical Practicum** 0 0 15 5

**Corequisite:** MED 262

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. (S,SS)

**MED 262 Clinical Perspective I** 0 0 1

**Corequisite:** MED 260

This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility. (S,SS)

**MED 272 Drug Therapy** 3 0 0 3

**Prerequisite:** MED 140

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office. (F)

## Marketing and Retailing

**MKT 120 Principles of Marketing** 3 0 3

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making. (F) Online (F)

**MKT 123 Fundamentals of Selling** 3 0 3

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered. (F)

**MKT 220 Advertising and Sales Promotion** 3 0 3

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application. (S)

**MKT 223 Customer Service** 3 0 3

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations. (F)

## Maintenance

**MNT 110 Introduction to Maintenance Procedures** 1 3 2

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards. (F)

**MNT 130 Control Systems** 2 4 4

This course introduces industrial control systems which include devices such as motor controls, programmable logic controllers (PLCs), and other control components. Topics include schematics and ladder logic structures, related to PLCs, I/O identification, equipment interface, motor controls, and other electrical control devices. Upon completion, students should be able to safely install, maintain, troubleshoot and repair electrical control systems. (On Demand)

**MNT 165 Mechanical Industrial Sys** 1 3 2

This course covers mechanical components used in industrial machine operation. Emphasis is placed on mechanical drives, belts, gears, couplings, electrical drives, and other related topics. Upon completion, students should be able to demonstrate an understanding of industrial machines and be able to maintain this equipment.

**MNT 240 Industrial Equipment Troubleshoot** 1 3 2

This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting, calibration, and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment. (On Demand)

## Music

**MUS 110 Music Appreciation** 3 0 3

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand) Online-(F,S,SS)

**MUS 112 Introduction to Jazz** 3 0 3

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**MUS 113 American Music** 3 0 3

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**MUS 131 Chorus I** 0 2 1

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. Approved for transfer as a pre-major and/or elective course. (On Demand)

**MUS 132 Chorus II** 0 2 1

**Prerequisite: MUS 131**

This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. Approved for transfer as a pre-major and/or elective course. (On Demand)

**MUS 210 History of Rock Music** 3 0 3

This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

## Networking Technology

**NET 110 Networking Concepts** 2 2 3

This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols (F)

**NET 113 Home Automation Systems** 2 2 3  
 This course covers the design, installation, testing, troubleshooting, and customer service of a fully automated home. Emphasis is placed on a structured wiring system that integrates the home phone, TV, home theater, audio, video, computer network, lighting, security systems, and automation systems into a pre-wired, remote controlled system. Upon completion, students should be able to design, install, and maintain home automation systems. (S)

**NET 125 Networking Basics** 1 4 3  
 This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols. (F)

**NET 126 Routing Basics** 1 4 3  
**Prerequisite:** NET 125, *Typing Placement test of 30 wpm or OST 080*  
 This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.(S)

**NET 225 Router and Switching I** 1 4 3  
**Prerequisite:** NET 126  
 This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP. (F)

**NET 226 Router and Switching II** 1 4 3  
**Prerequisite:** NET 225  
 This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol. (S)

**NET 289 Networking Project** 1 4 3  
**Corequisite:** NET 226  
 This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation. (S)

## Networking Operating Systems

**NOS 110 Operating System Concepts** 2 3 3  
 This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems. (F)

<b>NOS 120</b>	<b>Linux/UNIX Single User</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisite:</b> NOS 110 or CET 211				
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles. (S)				
<b>NOS 130</b>	<b>Windows Single User</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisite:</b> NOS 110 or CET 211				
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment. (S)				
<b>NOS 220</b>	<b>Linux/UNIX Admin I</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisite:</b> NOS 120				
This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network. (F)				
<b>NOS 221</b>	<b>Linux/UNIX Admin II</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisite:</b> NOS 220				
This course includes skill-building in configuring common network services and security administration using Linux. Topics include server-side setup, configuration, basic administration of common networking services, and security administration using Linux. Upon completion, students should be able to setup a Linux server and configure common network services including security requirements. (S)				
<b>NOS 230</b>	<b>Windows Admin I</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisite:</b> NOS 130				
This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment. (F)				

## Nursing

<b>NUR 111</b>	<b>Intro to Health Concepts</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>8</b>
<b>Prerequisite:</b> Enrollment in the Associate Degree Nursing Program					
<b>Corequisites:</b> ACA 115, BIO 165, ENG 111, and PSY 150					
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (F)					
<b>NUR 112</b>	<b>Health-Illness Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
<b>Prerequisites:</b> NUR 111, ACA 115, BIO 165, ENG 111, and PSY 150					
<b>Corequisites:</b> BIO 166, NUR 212, and PSY 281					
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular					

regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (S)

**NUR 113 Family Health Concepts** 3 0 6 5  
**Prerequisites:** NUR 111, ACA 115, BIO 165, BIO 166, ENG 111, NUR 112, NUR 114, NUR 212, PSY 150, PSY 241, and PSY 281

**Corequisites:** ENG 112, 113, or 114; NUR 211, and any Humanities/Fine Arts Elective

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (F)

**NUR 114 Holistic Health Concepts** 3 0 6 5  
**Prerequisites:** NUR 111, ACA 115, BIO 165, BIO 166, ENG 111, NUR 112, NUR 212, PSY 150, and PSY 281

**Corequisites:** PSY 241

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (SS)

**NUR 211 Health Care Concepts** 3 0 6 5  
**Prerequisites:** NUR 111, ACA 115, BIO 165, BIO 166, ENG 111, NUR 112, NUR 114, NUR 212, PSY 150, PSY 241, and PSY 281

**Corequisites:** ENG 112, 113, or 114; NUR 113, and any Humanities/Fine Arts Elective

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (F)

**NUR 212 Health System Concepts** 3 0 6 5  
**Prerequisites:** NUR 111, ACA 115, BIO 165, ENG 111, and PSY 150  
**Corequisites:** BIO 166, NUR 112, and PSY 281

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (S)

**NUR 213 Complex Health Concepts** 4 3 15 10  
**Prerequisites:** NUR 111, NUR 112, NUR 113, NUR 114, NUR 211, NUR 212 and, ACA 115, BIO 165, BIO 166, ENG 111, ENG 112, 113, or 114; PSY 150, PSY 241, PSY 281, and any Humanities/Fine Arts Elective

**Corequisites:** COM 120 or COM 231

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care. (S)

## Nutrition

**NUT 110** 3 0 3  
This course covers basic principals of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with nutrition. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well being. (F)

## Office Administration

**OST 080 Keyboarding Literacy** 1 2 2  
This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding. (F)

**OST 130 Comprehensive Keyboarding** 2 2 3  
**Prerequisite:** *Typing placement of 30 wpm or OST 080*  
This course is designed to develop keyboarding skills and introductory document formatting. Emphasis is placed on keyboarding techniques and formatting basic business documents. Upon completion, students should be able to create documents in an ever-changing workplace. (F)

**OST 134 Text Entry and Formatting** 2 2 3  
**Prerequisite:** *OST 130*  
This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. (S)

**OST 136 Word Processing** 2 2 3  
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. (F) Online-(S)

**OST 164 Text Editing Applications** 3 0 3  
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. (F)

**OST 184 Records Management** 2 2 3  
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system. (F)

**OST 289 Administrative Office Mgt** 2 2 3  
**Prerequisites:** *OST 164 and either OST 134 or OST 136*  
This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to install, maintain, and calibrate process control systems.



## Process Control Instrumentation

**PCI 150 Process Control Systems** 3 2 4

This course introduces the procedures and techniques for integrating process instrumentation into computerized control systems. Emphasis is placed on the techniques used to take digital and analog signals to control industrial processes. Upon completion, students should be able to install, maintain, and calibrate process control systems.

## Physical Education

**PED 110 Fit and Well for Life** 1 2 2

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. Approved for transfer as a pre-major and/or elective course. (F,S)

**PED 111 Physical Fitness I** 0 3 1

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 112 Physical Fitness II** 0 3 1

**Prerequisite: PED 111**

This course is an intermediate-level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 113 Aerobics I** 0 3 1

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 114 Aerobics II** 0 3 1

**Prerequisite: PED 113**

This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 115 Step Aerobics I** 0 3 1

This course introduces the fundamentals of step aerobics. Emphasis is placed on basic stepping up and down on an adjustable platform; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic step aerobics. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 116 Step Aerobics II** 0 3 1

**Prerequisite: PED 115**

This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step patterns; cardiovascular fitness; and upper body, abdominal, and

floor exercises. Upon completion, students should be able to participate in and design a step aerobics routine. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 117 Weight Training I 0 3 1**

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. Approved for transfer as a pre-major and/or elective course. (F,S)

**PED 118 Weight Training II 0 3 1**

**Prerequisite: PED 117**

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. Approved for transfer as a pre-major and/or elective course. (F,S)

**PED 119 Circuit Training 0 3 1**

This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 120 Walking for Fitness 0 3 1**

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 121 Walk, Jog, Run 0 3 1**

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. Approved for transfer as a pre-major and/or elective course.. (On Demand)

**PED 122 Yoga I 0 2 1**

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 123 Yoga II 0 2 1**

**Prerequisite: PED 122**

This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 125 Self-Defense-Beginning 0 2 1**

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 126 Self-Defense-Intermediate 0 2 1**

**Prerequisite: PED 125**

This course is designed to aid students in building on the techniques and skills developed in

PED 125. Emphasis is placed on the appropriate psychological and physiological responses to various encounters. Upon completion, students should be able to demonstrate intermediate skills in self defense stances, blocks, punches, and kick combinations. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 130 Tennis-Beginning** 0 2 1

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. Approved for transfer as a pre-major and/or elective course.. (On Demand)

**PED 131 Tennis-Intermediate** 0 2 1

**Prerequisite: PED 130**

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 143 Volleyball-Beginning** 0 2 1

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 144 Volleyball-Intermediate** 0 2 1

**Prerequisite: PED 143**

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 145 Basketball-Beginning** 0 2 1

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 146 Basketball-Intermediate** 0 2 1

**Prerequisite: PED 145**

This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 147 Soccer** 0 2 1

This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 148 Softball** 0 2 1

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 149 Flag Football** 0 2 1

This course introduces the fundamental skills and rules of flag football. Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, students should be able to participate in recreational flag football. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 150 Baseball-Beginning** 0 3 1  
 This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 151 Baseball-Intermediate** 0 3 1  
**Prerequisite:** PED 150  
 This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 152 Swimming-Beginning** 0 2 1  
 This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 153 Swimming-Intermediate** 0 2 1  
**Prerequisite:** PED 152  
 This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissors kick, the underwater swim, and other related skills. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 171 Nature Hiking** 0 2 1  
 This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 186 Dancing for Fitness** 0 2 1  
 This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction. Approved for transfer as a pre-major and/or elective course. (On Demand)

## Philosophy

**PHI 240 Introduction to Ethics** 3 0 3  
**Prerequisite:** ENG 111  
 This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

## Physics

**PHY 121 Applied Physics I** 3 2 4  
**Prerequisite:** MAT 060 or placement in MAT 070 or higher; or DMA 010, 020, 030, and 040.  
 This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power,

momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields. (On Demand)

**PHY 122 Applied Physics II** 3 2 4  
**Prerequisite:** *MAT 060 or placement in MAT 070 or higher; or DMA 010, 020, 030, and 040.*

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Emphasis is placed on systems of units, problem-solving methods, graphical analysis, static electricity, AC and DC circuits, magnetism, transformers, AC and DC motors, and generators. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields. (On Demand)

**PHY 131 Physics-Mechanics** 3 2 4  
**Prerequisite:** *MAT 121, MAT 161, MAT 171 or MAT 175*

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields. (On Demand)

**PHY 132 Physics-Elec and Magnetism** 3 2 4  
**Prerequisite:** *PHY 131*

This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, waves, electricity, magnetism, circuits, transformers, motors, and generators. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

**PHY 140 Physics-Mech Structures** 3 2 4  
**Prerequisite:** *PHY 131*

This algebra/trigonometry-based course introduces the analysis of mechanical structures. Topics include equilibrium of two- and three-dimensional forces, centroids, center of gravity, and the analysis of trusses and frames. Upon completion, students should be able to analyze typical structural systems and calculate internal and external forces on structural members.

**PHY 151 College Physics I** 3 2 4  
**Prerequisite:** *MAT 161, MAT 171, or MAT 175*

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. Approved for transfer as a general education core course in Natural Science. (F)

**PHY 152 College Physics II** 3 2 4  
**Prerequisite:** *PHY 151*

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. Approved for transfer as a general education core course in Natural Science. (S)

**PHY 251 General Physics I** 3 3 4  
**Prerequisite:** *MAT 271*  
**Corequisite:** *MAT 272*

This course uses calculus-based mathematical models to introduce the fundamental concepts

that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. Approved for transfer as a general education core course in Natural Science. (On Demand)

**PHY 252 General Physics II** 3 3 4

**Prerequisites:** MAT 272 and PHY 251

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. Approved for transfer as a general education core course in Natural Science. (On Demand)

## Plumbing

**PLU 111 Introduction to Basic Plumbing** 1 3 2

This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system. (S)

## Power Mechanics

**PME 211 Advanced Equipment Repair** 2 6 4

**Prerequisite:** HET 110, HET 114, and TRN 120

This course provides advanced training in equipment repair through hands-on training along with additional training aids. Emphasis is placed on systems and components found on construction equipment. Upon completion, students should be able to adjust, troubleshoot, and repair most construction equipment systems. (S)

## Political Science

**POL 110 Introduction to Political Science** 3 0 3

**Prerequisites:** ENG 090 and RED 090, or DRE 098, or placement in DRE 099 or ENG 110 or 111

This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. Approved for transfer as a general education core course in Social/Behavioral Sciences. (On Demand)

**POL 120 American Government** 3 0 3

**Prerequisites:** ENG 090 and RED 090 or DRE 098, or placement in DRE 099 or ENG 110 or 111

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. Approved for transfer as a general education core course in Social/Behavioral Sciences. (On Demand) Online (F,S)

# Psychology

**PSY 118 Interpersonal Psychology** 3 0 3  
This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem-solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development. (F,S,SS)

**PSY 141 Psychology of Death and Dying** 3 0 3  
This course presents psychological perspectives on death and dying. Topics include the culturally diverse aspects of death and the grieving process, adjustment mechanisms, interventions, and the psychological and ethical dimensions of death and dying. Upon completion, students should be able to demonstrate an understanding of the psychosocial aspects of death and dying. (On Demand)

**PSY 150 General Psychology** 3 0 3  
**Prerequisites:** DRE 097 or ENG 080 and RED 090 or placement in DRE 098.  
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F,S) Online (F,S,SS)

**PSY 231 Forensic Psychology** 3 0 3  
**Prerequisites:** PSY 150 and DRE 098 or ENG 090  
This course introduces students to concepts which unite psychology and the legal system. Topics include defining competency, insanity, involuntary commitment as well as introducing forensic assessment techniques, such as interviewing process, specialized assessments, and collecting collateral information. Upon completion, students should be able to demonstrate knowledge in areas of forensic psychology: risk assessment, criminal competencies, insanity, psychopathology, and mentally disordered offenders. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PSY 237 Social Psychology** 3 0 3  
**Prerequisites:** PSY 150 or SOC 210, and ENG 090 and RED 090 or DRE 098.  
This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. Approved for transfer as a general education core course in Social/Behavioral Sciences. (On Demand)

**PSY 241 Developmental Psychology** 3 0 3  
**Prerequisites:** PSY 150 and ENG 090 or DRE 098.  
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F,S,SS) Online (F,S)

**PSY 259 Human Sexuality** 3 0 3  
**Prerequisites:** PSY 150 and ENG 090 or DRE 098.  
This course provides the biological, psychological, and sociocultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual

development, sexual orientation, contraception, sexually transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PSY 281 Abnormal Psychology** 3 0 3

**Prerequisites:** PSY 150 and ENG 090 or DRE 098.

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F,S) Online (F,S,SS)

## Radiography

**RAD 110 Rad Intro & Patient Care** 2 3 0 3

**Prerequisite:** Enrollment in the Radiography Program

**Corequisites:** RAD 111 and RAD 151

This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

**RAD 111 RAD Procedures I** 3 3 0 4

**Prerequisite:** Enrollment in the Radiography Program

**Corequisites:** RAD 110 and RAD 151

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

**RAD 112 RAD Procedures II** 3 3 0 4

**Prerequisite:** RAD 110, RAD 111, and RAD 151

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

**RAD 121 Radiographic Imaging I** 2 3 0 3

**Prerequisite:** RAD 110, RAD 111, and RAD 151

This course provides the principles of conventional film-screen radiography. Emphasis is placed on the factors that impact density, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of conventional film-screen radiographic imaging.

**RAD 122 Radiographic Imaging II** 1 3 0 2

**Prerequisite:** RAD 112, RAD 121, and RAD 161

**Corequisites:** RAD 131 and RAD 171

This course provides advanced principles of imaging including digital radiography. Emphasis is placed on the factors that impact brightness, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of advanced principles of imaging.

**RAD 131 Radiographic Physics I** 1 3 0 2

This course introduces the principles of radiation characteristics and production. Emphasis is



placed on imaging equipment. Upon completion, students should be able to demonstrate a basic understanding of radiation characteristics and production.

**RAD 151 RAD Clinical Ed I** 0 0 6 2  
**Corequisite: RAD 110, and RAD 111**

This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**RAD 161 RAD Clinical Ed II** 0 0 15 5  
**Prerequisite: RAD 110, RAD 111, and RAD 151**  
**Corequisites: RAD 112 and RAD 121**

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**RAD 171 RAD Clinical Ed III** 0 0 12 4  
**Prerequisite: RAD 112, RAD 121, and RAD 161**  
**Corequisites: RAD 122 and RAD 131**

This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**RAD 211 RAD Procedures III** 2 3 0 3  
**Prerequisite: RAD 122**  
**Corequisites: RAD 231, RAD 241, and RAD 251**

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, sectional anatomy, and advanced imaging. Upon completion, students should be able to demonstrate an understanding of these areas.

**RAD 231 Radiographic Physics II** 1 3 0 2  
**Prerequisite: RAD 131 or RAD 171**

This course provides advanced principles of radiation characteristics and production including digital imaging and Computed Tomography (CT). Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate an understanding of radiation characteristics and production.

**RAD 241 Radiobiology/Protection** 2 0 0 2  
**Prerequisite: RAD 122, RAD 131, and RAD 171**  
**Corequisites: RAD 211, RAD 231, and RAD 251**

This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

**RAD 245 Image Analysis** 1 3 0 2  
**Prerequisite: RAD 211, RAD 231, RAD 241, and RAD 251**  
**Corequisites: RAD 261**

This course provides an overview of image analysis and introduces methods of quality

management. Topics include image evaluation, pathology, quality control, and quality assurance. Upon completion, students should be able to demonstrate a basic knowledge of image analysis and quality management.

**RAD 251 RAD Clinical Ed IV** 0 0 21 7

**Prerequisite:** RAD 122, RAD 131, and RAD 271

**Corequisites:** RAD 211, RAD 231, and RAD 241

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**RAD 261 RAD Clinical Ed V** 0 0 21 7

**Prerequisite:** RAD 251

**Corequisites:** RAD 245

This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**RAD 271 Radiography Capstone** 0 3 0 1

**Prerequisite:** RAD 211, RAD 231, RAD 241, and RAD 251

**Corequisites:** RAD 245 and RAD 261

This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of an entry-level radiographer.

## Respiratory Care

**RCP 110 Intro to Respiratory Care** 3 3 0 4

**Prerequisite:** Enrollment in the Respiratory Therapy Program

**Corequisites:** ACA 115, BIO 163, CIS 110, ENG 111, and RCP 113

This course introduces the respiratory care profession. Topics include the role of the respiratory care practitioner, medical gas administration, basic patient assessment, infection control, and medical terminology. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations. (F)

**RCP 111 Therapeutics/Diagnostics** 4 3 0 5

**Prerequisites:** RCP 110, ACA 115, BIO 163, CIS 110, ENG 111, and RCP 113

**Corequisites:** ENG 112, 113, or 114; PSY 150, RCP 115, and RCP 135

This course is a continuation of RCP 110. Emphasis is placed on entry-level therapeutic and diagnostic procedures used in respiratory care. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations. (S)

**RCP 112 Patient Management** 3 3 0 4

**Prerequisites:** RCP 111, ACA 115, BIO 163, CIS 110, ENG 111, ENG 112, 113 or 114; PSY 150, RCP 110, RCP 113, RCP 115, and RCP 135

**Corequisite:** RCP 144

This course provides entry-level skills in adult/pediatric mechanical ventilation and respiratory care procedures in traditional and alternative settings. Emphasis is placed on therapeutic modalities and physiological effects of cardiopulmonary rehabilitation, home care, mechanical

ventilation, and monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations. (SS)

**RCP 113 RCP Pharmacology 2 0 0 2**

**Prerequisite:** *Enrollment in the Respiratory Therapy Program*

**Corequisites:** *ACA 115, BIO 163, CIS 110, ENG 111, and RCP 110*

This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence through written evaluations. (F)

**RCP 115 C-P Pathophysiology 2 0 0 2**

**Prerequisites:** *ACA 115, BIO 163, CIS 110, ENG 111, RCP 110, and RCP 113*

**Corequisites:** *ENG 112, 113 or 114; PSY 150, RCP 111, and RCP 135*

This course introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with diagnoses, complications, prognoses, and management. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations. (S)

**RCP 135 RCP Clinical Practice I 0 0 15 5**

**Prerequisites:** *ACA 115, BIO 163, CIS 110, ENG 111, RCP 110, and RCP 113*

**Corequisites:** *ENG 112, 113 or 114; PSY 150, RCP 111, and RCP 115*

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. (S)

**RCP 144 RCP Clinical Practice II 0 0 12 4**

**Prerequisites:** *RCP 110, ACA 115, BIO 163, CIS 110, ENG 111, ENG 112, 113 or 114; PSY 150, RCP 111, RCP 113, RCP 115, and RCP 135*

**Corequisite:** *RCP 112*

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. (SS)

**RCP 155 RCP Clinical Practice III 0 0 15 5**

**Prerequisites:** *RCP 111, ACA 115, BIO 163, CIS 110, ENG 111, ENG 112, 113 or 114; PSY 150, RCP 110, RCP 112, RCP 113, RCP 115, RCP 135, and RCP 144*

**Corequisites:** *RCP 210, RCP 214, and any Humanities/Fine Arts Elective*

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. (F)

**RCP 210 Critical Care Concepts 3 3 0 4**

**Prerequisites:** *ACA 115, BIO 163, CIS 110, ENG 111, ENG 112, 113 or 114; PSY 150, RCP 110, RCP 111, RCP 112, RCP 113, RCP 115, RCP 135, and RCP 144*

**Corequisites:** *RCP 155, RCP 214, and any Humanities/Fine Arts Elective*

This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the study of mechanical ventilation, underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations. (F)

**RCP 211 Adv Monitoring/Procedures 3 3 0 4**

**Prerequisites:** *RCP 210, ACA 115, BIO 163, CIS 110, ENG 111, ENG 112, 113 or 114; PSY 150, RCP 110, RCP 111, RCP 112, RCP 113, RCP 115, RCP 135, RCP 144, RCP 155, RCP 214, and any Humanities/Fine Arts Elective*

**Corequisites:** *COM 120 or 231; RCP 215 and RCP 237*

This course includes advanced information gathering and decision making for the respiratory care professional. Topics include advanced cardiac monitoring and special procedures. Upon completion, students should be able to evaluate, design, and recommend appropriate care plans through written and laboratory evaluations. (S)

**RCP 214 Neonatal/Peds Rc.** 1 3 0 2  
**Prerequisites:** RCP 111, ACA 115, BIO 163, CIS 110, ENG 111, ENG 112, 113 or 114; PSY 150, RCP 110, RCP 112, RCP 113, RCP 115, RCP 135, and RCP 144  
**Corequisites:** RCP 155, RCP 210, and any Humanities/Fine Arts Elective  
 This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on neonatal and pediatric pathophysiology and on the special therapeutic needs of neonates and children. Upon completion, students should be able to demonstrate competence in these concepts through written and laboratory evaluations. (F)

**RCP 215 Career Prep-Adv Level** 0 3 0 1  
**Prerequisites:** ACA 115, BIO 163, CIS 110, ENG 111, ENG 112, 113 or 114; PSY 150, RCP 110, RCP 111, RCP 112, RCP 113, RCP 115, RCP 135, RCP 144, RCP 155, RCP 210, RCP 214, and any Humanities/Fine Arts Elective  
**Corequisites:** COM 120 or 231; RCP 211 and RCP 237  
 This course provides preparation for employment and the advanced-level practitioner credentialing exam. Emphasis is placed on review of the NBRC Advanced-Level Practitioner Exam and supervision and management. Upon completion, students should be able to successfully complete the appropriate self-assessment examinations and meet the requirements for employment. (S)

**RCP 237 RCP Clinical Practice IV** 0 0 21 7  
**Prerequisites:** RCP 111, ACA 115, BIO 163, CIS 110, ENG 111, ENG 112, 113 or 114; PSY 150, RCP 110, RCP 112, RCP 113, RCP 115, RCP 135, RCP 144, RCP 155, RCP 210, RCP 214, and any Humanities/Fine Arts Elective  
**Corequisites:** COM 120 or 231; RCP 211 and RCP 215  
 This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. (S)

## Religion

**REL 110 World Religions** 3 0 3  
**Prerequisites:** DRE 098, or ENG 080 and RED 080, or placement in DRE 099, or ENG 090 and RED 090, or ENG 110, or ENG 111.  
 This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. Approved for transfer as a general education core course in Humanities/Fine Arts. (F, S) Online-(F,S)

**REL 111 Eastern Religions** 3 0 3  
 This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**REL 112 Western Religions** 3 0 3  
 This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**REL 211 Introduction to the Old Testament** 3 0 3  
**Prerequisite:** ENG 110 or 111  
 This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand) Online-(F)

**REL 212 Introduction to the New Testament** 3 0 3

**Prerequisites:** *ENG 110 or 111; REL 211 is recommended*

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand) Online-(S)

**REL 221 Religion in America** 3 0 3

**Prerequisite:** *ENG 110 or 111*

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

## Substance Abuse

**SAB 110 Substance Abuse Overview** 3 0 3

**Prerequisite:** *DRE 098 or ENG 090 and RED 090 or placement in DRE 099.*

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment. (S)

**SAB 135 Addictive Process** 3 0 3

**Prerequisite:** *SAB 110*

This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders. (F)

## Information Systems Security

**SEC 110 Security Concepts** 2 0 3

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy. (F,S)

**SEC 160 Secure Admin I** 2 2 3

**Prerequisites:** *SEC 110 and NET 110 or NET 125*

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses. (S,SS)

## Simulation and Game Development

**SGD 111 Introduction to SGD** 2 3 3

This course provides students with an introduction to simulation and game development.



<b>SGD 213</b>	<b>SGD Programming II</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Prerequisite: Take One: SGD 113, CSC 134, CSC 151, or CSC 153</b>				
This course covers advanced programming concepts used to create simulations and games. Emphasis is placed on acquiring advanced programming skills for use in creating simulations and games. Upon completion, students should be able to program an advanced simulation or game. (On Demand)				
<b>SGD 214</b>	<b>3D Modeling II</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Prerequisite: SGD 114</b>				
This course introduces the tools used to create and animate advanced 3 dimensional models. Emphasis is placed on identifying and utilizing the tools required to create and animate advanced 3D models. Upon completion, students should be able to create and animate advanced 3D models using 3D modeling tools. (S)				
<b>SGD 271</b>	<b>Advanced Flash Programming</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Prerequisite: SGD 171</b>				
This course covers advanced programming concepts used to create simulations and games. Emphasis is placed on acquiring advanced programming skills for use in creating simulations and games. Upon completion, students should be able to program an advanced simulation or game. (On Demand)				
<b>SGD 274</b>	<b>SG Level Design II</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Prerequisite: SGD 174</b>				
This course introduces the advanced tools used to create levels for real-time simulations and games. Topics include advanced level guide and architecture theory, concepts related to "critical path" and "flow," game balancing, playtesting and storytelling. Upon completion, students should be able to design complex levels using industry standard tools. (F)				
<b>SGD 289</b>	<b>SGD Project</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Prerequisite: SGD 212, SGD 213, SDG 214, or SGD 285</b>				
This course provides students with the opportunity to create a functional simulation or game with minimal instructor support. Emphasis is placed upon verbal and written communication, skill documentation, professional presentation and user training. Upon completion, students should be able to create and professionally present a fully functional simulation or game. (S)				

## Sociology

<b>SOC 210</b>	<b>Introduction to Sociology</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ENG 110 or 111</b>				
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F,S,SS)				
<b>SOC 213</b>	<b>Sociology of the Family</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ENG 110 or 111</b>				
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F, S)				
<b>SOC 220</b>	<b>Social Problems</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ENG 110 or 111</b>				
This course provides an in-depth study of current social problems. Emphasis is placed on				

causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F,S)

**SOC 225 Social Diversity** 3 0 3

**Prerequisite:** SOC 210

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. Approved for transfer as a general education core course in Social/Behavioral Sciences. (On Demand)

## Spanish

**SPA 110 Introduction to Spanish** 2 0 2

This course provides an introduction to understanding, speaking, reading, and writing Spanish. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate in simple phrases in Spanish. (On Demand)

**SPA 111 Elementary Spanish I** 3 0 3

**Prerequisites:** ENG 090 and RED 090 or DRE 098, or placement in DRE 099, or ENG 110 or 111

**Corequisite:** SPA 181

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. Approved for transfer as a general education core course in Humanities/Fine Arts. (F)

**SPA 112 Elementary Spanish II** 3 0 3

**Prerequisite:** SPA 111

**Corequisite:** SPA 182

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. Approved for transfer as a general education core course in Humanities/Fine Arts. (S)

**SPA 120 Spanish for the Workplace** 3 0 3

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. The career-specific vocabulary (e.g., law enforcement, social services, etc.) will be determined based on the needs of the students. (On Demand)

**SPA 161 Cultural Immersion** 2 3 3

**Prerequisite:** SPA 111

This course explores Hispanic culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. Approved for transfer as a pre-major and/or elective course. (Online Demand)



<b>SPA 181 Spanish Lab I</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Corequisite: SPA 111</b>			
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. Approved for transfer as a pre-major and/or elective course. (F)			
<b>SPA 182 Spanish Lab II</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Prerequisite: SPA 181</b>			
<b>Corequisite: SPA 112</b>			
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. Approved for transfer as a pre-major and/or elective course. (S)			
<b>SPA 211 Intermediate Spanish I</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: SPA 112</b>			
<b>Corequisite: SPA 281</b>			
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)			
<b>SPA 212 Intermediate Spanish II</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: SPA 211</b>			
<b>Corequisite: SPA 282</b>			
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)			
<b>SPA 221 Spanish Conversation</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: SPA 212</b>			
This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>SPA 281 Spanish Lab III</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Prerequisite: SPA 182</b>			
<b>Corequisite: SPA 211</b>			
This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>SPA 282 Spanish Lab IV</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Prerequisite: SPA 281</b>			
<b>Corequisite: SPA 212</b>			
This course provides an opportunity to enhance the review and expansion of the essential			

skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. Approved for transfer as a pre-major and/or elective course. (On Demand)

## Sustainability Technologies

**SST 140 Green Bldg & Design Concepts** **3 0 3**  
 This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction.

## Transportation Technology

**TRN 110 Intro to Transport Tech** **1 2 2**  
 This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.(On Demand, F)

**TRN 120 Basic Transp Electricity** **4 3 5**  
 This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns. (On Demand, F)

**TRN 120A Basic Transp Electricity Lab** **0 3 1**  
 This course provides a lab that allows students to enhance their understanding of electrical components and circuits used in the transportation industry. Topics include inspection, diagnosis, and repair of electrical components and circuits using appropriate service information for specific transportation systems. Upon completion, students should be able to diagnose and service electrical components and circuits used in transportation systems. (On Demand, F)

**TRN 130 Into to Sustainable Transp** **2 2 3**  
 This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs. (SS)

**TRN 140 Transp Climate Control** **1 2 2**  
 This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.(SS)

**TRN 140A Transp Climate Cont Lab** **1 2 2**  
 This course provides experiences for enhancing student skills in the diagnosis and repair of

transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.(SS)

**TRN 145 Adv Transp Electronics** 2 3 3  
This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLC's, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLC's, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.(S)

**TRN 170 Adv Transp Electronics** 1 2 2  
This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing.(F)

**TRN 180 Basic Welding for Transp** 1 4 3  
This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard.(F)

## Turfgrass Management

**TRF 110 Intro Turfgrass Cult and ID** 3 2 4  
This course provides an in-depth study of turfgrass. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species through characteristics and reproductive stages and develop an establishment and maintenance plan for high quality turf areas.(F)

**TRF 151 Introductory Landscape Design** 2 2 3  
This course covers the principles and practices of landscape design with application to landscape problems associated with lawn areas. Topics include site analysis, drafting techniques, cost estimating, plant selection, and presentation of plans. Upon completion, students should be able to design and install a landscape plan. (S)

**TRF 152 Landscape Maintenance** 2 2 3  
This course introduces the tasks of landscape maintenance. Emphasis is placed on lawns, shrubs, trees, flowers, and ground covers. Upon completion, students should be able to maintain a landscape area on a year-round schedule.

## Web Technologies

**WEB 115 Web Markup and Scripting** 2 2 3  
This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded websites using current markup standards. (S)

**WEB 140 Web Development Tools** 2 2 3  
 This course provides an introduction to web development software suites. Topics include the creation of websites and applets using web development software. Upon completion, students should be able to create entire websites and supporting applets. (F)

**WEB 215 Adv Markup and Scripting** 2 2 3  
**Prerequisite:** WEB 115

This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support Internet applications. Upon completion, students should be able to design, code, debug, and document Internet-based programming solutions to various real-world problems using an appropriate programming language. (S)

## Welding

**WLD 110 Cutting Processes** 1 3 2  
 This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness. (F,S)

**WLD 112 Basic Welding Processes** 1 3 2  
 This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

**WLD 115 SMAW (Stick) Plate** 2 9 5  
 This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes. (S)

**WLD 121 GMAW (MIG) FCAW/Plate** 2 6 4  
 This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions. (F)

**WLD 131 GTAW (TIG) Plate** 2 6 4  
 This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials. (S)

**WLD 141 Symbols and Specifications** 2 2 3  
 This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding. (F)

**WLD 151 Fabrication I** 2 6 4  
**Prerequisite:** WLD 115 and WLD 121  
 This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools

and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment. (SS)

**WLD 261 Certification Practices**

**1 3 2**

**Prerequisite: WLD 115 and WLD 121 and WLD 131**

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes. (SS)

# Board of Trustees

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Larry D. Stone, Vice-Chairperson  
A. Gerald Lankford, Secretary

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Allegheny County Schools.....Allegheny County Commissioners  
Ted M. Hall, President, Tar Heel Oil, Inc.....Board of Education  
Richard B. Johnston, Jr., President,  
Mountain Resources.....Wilkes County Commissioners  
Richard K. Sloop, Executive, Lowe’s Companies, Inc.....The Governor

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Ashe Funeral Services, LLC. . . . . Ashe County Commissioners  
Sylvia Robinson, Retired Educator  
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Katrina V. Miller, Retired Associate Superintendent,  
Ashe County Schools.....Ashe County Commissioners

## Ex-Officio

Student Representative (President).....Student Government Association

# Wilkes Community College Personnel

- Abernathy, Kathryn E. . . . . Administrative Assistant  
 Polk Community College; A.A., Wilkes Community College  
 email: kathryn.abernathy@wilkescc.edu
- Alford, Cynthia L. . . . . Administrative Assistant  
 Wilkes Community College  
 email: cynthia.alford@wilkescc.edu
- Allen, G. Shane . . . . . Construction Technician  
 A.A.S., Wilkes Community College  
 email: shane.allen@wilkescc.edu
- Anderson, M. Cindy. . . . .Custodian  
 email: cindy.anderson@wilkescc.edu
- Arnder, Amber D. . . . . Lead Instructor, Advertising and Graphic Design  
 A.A.S., Wilkes Community College  
 email: amber.arnder@wilkescc.edu
- Bare, Christopher D. . . . . Lead Instructor/Director Industry and Trade Services  
 A.A.S., Wilkes Community College; B.T., Appalachian State University; North Carolina  
 Electrical Contractor License  
 email: chris.bare@wilkescc.edu
- Bare, Gary N. . . . . Instructor, Collision Repair  
 Diploma, Wilkes Community College; Additional Studies, Appalachian State University,  
 East Carolina University  
 email: gary.bare@wilkescc.edu
- Barfield, M. Kimberly . . . . .Purchasing Agent  
 A.A.S., Wilkes Community College  
 email: kim.barfield@wilkescc.edu
- Barrow, James H. . . . . Instructor, Business  
 B.S., University of South Florida; M.S., University of North Carolina at Greensboro  
 email: jim.barrow@wilkescc.edu
- Bass, Melissa H. . . . . Librarian  
 A.A., Wilkes Community College; B.S. and M.A., Appalachian State University;  
 M.L.I.S., University of North Carolina at Greensboro  
 email: misty.bass@wilkescc.edu
- Baugess, Peggy M. . . . . Human Resources Assistant  
 A.A.S., Wilkes Community College  
 email: peggy.baugess@wilkescc.edu
- Bauguess, Judy . . . . . Gardener I  
 A.A.S., Wilkes Community College  
 email: judy.bauguess@wilkescc.edu
- Belk, P. Nolan . . . . . Lead Instructor, English  
 B.A., Wingate; M.A., University of North Carolina at Charlotte; M.F.A., University of  
 North Carolina at Wilmington  
 email: nolan.belk@wilkescc.edu
- Bell, Kimberly D. . . . . Case Management Counselor/WIA  
 B.A., Warren Wilson University; B.A., Gardner-Webb University  
 email: kim.bell@wilkescc.edu
- Billings, Marian L. . . . . Administrative Assistant  
 A.A.S., Wilkes Community College  
 email: marian.billings@wilkescc.edu

- Black, Lynda K. . . . . Director, Counseling and Career Services  
B.S., University of North Carolina at Greensboro; Ed.S., James Madison University;  
Ph.D., University of North Carolina at Greensboro  
email: lynda.black@wilkescc.edu
- Blackburn, Nick S. . . . . Information System Administrator  
A.A.S., Wilkes Community College  
email: nick.blackburn@wilkescc.edu
- Blackburn, William P. . . . . Construction Technician  
email: bill.blackburn@wilkescc.edu
- Blevins, Elisabeth K. . . . . Health Sciences Admissions Coordinator  
B.S. and M.A., Appalachian State University  
email: elisabeth.blevins@wilkescc.edu
- Blevins, Frank D. . . . . Gardener I  
A.A.S., Wilkes Community College  
email: frank.blevins@wilkescc.edu
- Blevins, T. Chad . . . . . Shipping and Receiving Clerk  
A.A., Wilkes Community College  
email: chad.blevins@wilkescc.edu
- Bond, Angela S. . . . . Executive Assistant and Board Liaison  
A.A.S., Wilkes Community College  
email: angela.bond@wilkescc.edu
- Bouchelle, Bobby J. . . . . Technical Assistant/Custodian  
email: bobby.bouchelle@wilkescc.edu
- Bowman, Jane O. . . . . Student Activities Coordinator/Admissions Representative  
A.A., Surry Community College; B.S., Gardner-Webb University  
email: jane.bowman@wilkescc.edu
- Brintle-Jarvis, Laurie S. . . . . Development and Community Resource Specialist  
B.A., University of North Carolina at Wilmington; M.A., Appalachian State University  
email: laurie.brintle@wilkescc.edu
- Britton, Deborah R. . . . . ESL Instructor/Coordinator  
B.A., University of Vermont; M.F.A. University of Virginia;  
Certificate in ESL, Duke University  
email: deborah.britton@wilkescc.edu
- Brown, Daniel A. . . . . Custodian  
Wilkes Community College  
email: daniel.brown@wilkescc.edu
- Brown, David B. . . . . Instructor, Developmental Studies  
B.A., Berea College; M.A., Appalachian State University; Additional Graduate Studies,  
University of North Carolina at Greensboro  
email: david.brown@wilkescc.edu
- Brown, Rose S. . . . . Grants Accounting Specialist  
A.A.S., Wilkes Community College  
email: rose.brown@wilkescc.edu
- Burke, Meret C. . . . . ACA Instructor  
B.A., Idaho State University  
email: meret.burke@wilkescc.edu
- Burns, Gordon G., Jr. . . . . President  
B.S., Eastern Kentucky University; M.Ed. and Ph.D., University of Missouri  
email: gordon.burns@wilkescc.edu
- Call, C. Eunice. . . . . Basic Skills Assessment/Retention/Recruitment Specialist  
A.A., Wilkes Community College; B.S.W., Appalachian State University  
email: eunice.call@wilkescc.edu



- Call, Vickie G. . . . . Director, Financial Aid  
A.A.S., Wilkes Community College; B.S., Gardner-Webb University; M.A.,  
Appalachian State University  
email: vickie.call@wilkescc.edu
- Cangioli, Deborah U. . . . . Client Development Specialist  
A.A., Valencia Community College  
email: debbie.cangioli@wilkescc.edu
- Carter, Barbara J. . . . . Administrative Assistant  
A.A.S., Wilkes Community College  
email: barbara.carter@wilkescc.edu
- Carter, James E. . . . . Instructor, Industrial Maintenance  
A.A.S., Wilkes Community College  
email: eddie.carter@wilkescc.edu
- Casey, I. Keith . . . . . Lead Instructor, Computer Engineering Technology  
A.A.S., Forsyth Technical Community College; T.H.B., Andersonville Baptist Seminary  
email: keith.casey@wilkescc.edu
- Church, Annette H. . . . . Instructor, Phlebotomy  
A.A.S., Wilkes Community College; A.A.S. and B.S.N., Ashford University  
email: annette.church@wilkescc.edu
- Church, Patricia B. . . . . Cashier/Merchandising Clerk, Bookstore  
A.A.S., Wilkes Community College; Certified Working Chef  
email: patsy.church@wilkescc.edu
- Clayton, Joseph S. . . . . Curriculum Coordinator/Instructor  
B.A., East Carolina University; M.B.A., Gardner-Webb University  
email: steve.clayton@wilkescc.edu
- Cline, Christopher A. . . . . Instructor, Developmental Math  
B.S., B.A., Appalachian State University; M.A., University of North Carolina at Charlotte  
email: chris.cline@wilkescc.edu
- Collier, Mamie U. . . . . Office Operations Technician, Bookstore  
B.S., Concord College; Graduate Studies, W.V. College of Graduate Studies  
email: mamie.collier@wilkescc.edu
- Combs, Abby P. . . . . Administrative Assistant  
Diploma, Wilkes Community College  
email: abby.combs@wilkescc.edu
- Cornett, Lee K. . . . . Development and Volunteer Specialist.  
B.S., University of North Carolina at Greensboro  
email: lee.cornett@wilkescc.edu
- Cothren, Vickie L. . . . . Library Assistant  
A.A.S., Wilkes Community College  
email: vickie.cothren@wilkescc.edu
- Craft, Jeremy J. . . . . Instructor, Biology  
A.A.S., Wilkes Community College; B.S., Appalachian State University; M.S., Western  
Carolina University  
email: jeremy.craft@wilkescc.edu
- Crews, Gregory G. . . . . IT Technician  
A.A.S., Wilkes Community College  
email: greg.crews@wilkescc.edu
- Crunk, Anita F. . . . . Director, Financial Services  
A.A.S., Wilkes Community College  
email: anita.crunk@wilkescc.edu
- Custer, Carrie R. . . . . Lead Instructor, Fine Arts  
B.F.A., University of Tennessee at Chattanooga; M.F.A., Washington University in

- St. Louis  
email: [carrie.custer@wilkescc.edu](mailto:carrie.custer@wilkescc.edu)
- Davis, Anthony C. . . . . Custodian  
Wilkes Community College  
email: [anthony.davis@wilkescc.edu](mailto:anthony.davis@wilkescc.edu)
- Dengler, Janet P. . . . . Instructor, Accounting  
B.S., State University of New York at Albany; M.S., State University of New York at  
Binghamton; C.P.A.  
email: [janet.dengler@wilkescc.edu](mailto:janet.dengler@wilkescc.edu)
- Dollyhite, Ronald A. . . . . Executive Director of Facilities Services  
A.A.S., Surry Community College; B.T., Appalachian State University; M.A.,  
Appalachian State University; North Carolina Association of Nurserymen Plant  
Professional; Certified Landscape Technician; NC Landscape Contractors  
email: [ronald.dollyhite@wilkescc.edu](mailto:ronald.dollyhite@wilkescc.edu)
- Doyle, Robert E. . . . . Lead Instructor, Electronics Engineering Technology  
A.A.S., Wilkes Community College; B.T., Appalachian State University;  
Graduate Study, Appalachian State University  
email: [robert.doyle@wilkescc.edu](mailto:robert.doyle@wilkescc.edu)
- Duvall, Lyndell D. . . . . Chair/Lead Instructor, Applied Engineering Technologies  
A.A.S., Wilkes Community College; B.S., Emory and Henry College  
email: [lyndell.duvall@wilkescc.edu](mailto:lyndell.duvall@wilkescc.edu)
- Earp, Christy B. . . . . LRC Director/Librarian  
A.A.S., Wilkes Community College; B.S., Appalachian State University; M.L.I.S.,  
University of North Carolina at Greensboro  
email: [christy.earp@wilkescc.edu](mailto:christy.earp@wilkescc.edu)
- Eller, Billy W . . . . . Lead Instructor, Heavy Equipment and Transport Technology  
A.A.S., Wilkes Community College; Cummins School on Electronics and Engines;  
Detroit Computer Electronics School; Kenworth Factory Air Conditioning School; Fuller-  
Eaton Transmission and Thermoking Refrigeration School; Rear End Update School  
email: [billy.eller@wilkescc.edu](mailto:billy.eller@wilkescc.edu)
- Eller, Douglas W. . . . . Financial Aid Coordinator  
B.S.B.A., Appalachian State University  
email: [doug.eller@wilkescc.edu](mailto:doug.eller@wilkescc.edu)
- Eller, Freda L. . . . . Custodian  
email: [freda.eller@wilkescc.edu](mailto:freda.eller@wilkescc.edu)
- Eller, Paula S. . . . . Lead Instructor, Human Resources Management  
B.S.B.A. and M.A., Appalachian State University  
email: [paula.eller@wilkescc.edu](mailto:paula.eller@wilkescc.edu)
- Evans, Scott P . . . . . Instructor, Biology  
B.S., University of Tennessee at Martin; M.S., North Carolina State University  
email: [scott.evans@wilkescc.edu](mailto:scott.evans@wilkescc.edu)
- Exposito, Joseph E. . . . . Chair, Public Safety; Lead Instructor, Criminal Justice  
B.S., Gardner-Webb University; M.A., University of South Florida  
email: [joe.exposito@wilkescc.edu](mailto:joe.exposito@wilkescc.edu)
- Faw, Kim E. . . . . Vice President of Instructional Support/Student Services  
B.A., University of Massachusetts-Amherst; M.A., Lesley College  
email: [kim.faw@wilkescc.edu](mailto:kim.faw@wilkescc.edu)
- Fejzullahu, Valdete D. . . . . Placement Testing and Admissions Specialist  
A.A., Wilkes Community College; B.S.B.A., Appalachian State University  
email: [valdete.fejzullahu@wilkescc.edu](mailto:valdete.fejzullahu@wilkescc.edu)
- Ferguson, Joyce B. . . . . Custodian  
email: [joyce.ferguson@wilkescc.edu](mailto:joyce.ferguson@wilkescc.edu)

- Finney, R. Darrell. . . . .Chair, Math and Sciences; Lead Instructor, Mathematics  
B.S. and M.A., Appalachian State University  
email: darrell.finney@wilkescc.edu
- Firestone, Ellen P. . . . . Lead Instructor, Early Childhood  
B.A., Queens College; M.Ed., University of North Carolina at Charlotte  
email: ellen.firestone@wilkescc.edu
- Forrest, Alisha F. . . . . Lead Instructor, Communications  
B.S. and M.A., East Carolina University  
email: alisha.forrest@wilkescc.edu
- Foster, Beth M. . . . . Director, Cooperative Education and Service Learning  
B.S., Appalachian State University  
email: beth.foster@wilkescc.edu
- Foster, Holly A. . . . . Coordinator/Instructor, Massage and Bodywork Therapy  
B.A., Wake Forest University  
email: holly.foster@wilkescc.edu
- Foster, Randall E. . . . .Custodian  
Wilkes Community College  
email: randall.foster@wilkescc.edu
- Fowler, Jonathan M. . . . . Instructor, History  
A.A., Guilford Technical Community College; B.A. and M.A., University of North  
Carolina at Greensboro  
email: jonathan.fowler@wilkescc.edu
- Francis, D. Morgan, Jr. . . . . Senior Vice President of Finance and Administration  
B.S.B.A., Appalachian State University; C.P.A., North Carolina  
email: morgan.francis@wilkescc.edu
- Franklin, Martha Y. . . . . Lead Instructor, Business Administration  
B.M.E., Mississippi University for Women; M.B.A., Wake Forest University  
email: marty.franklin@wilkescc.edu
- Furr, Deborah K. . . . . Job Placement Counselor  
B.S., Gardner-Webb University; M.A., Appalachian State University  
email: debbie.furr@wilkescc.edu
- Gambill, Randal C. . . . .Lead Instructor, Networking Technology  
A.A., North Carolina State University  
email: randy.gambill@wilkescc.edu
- Gantt, Jayden A. . . . .Lead Instructor, Welding  
A.G.E., Wilkes Community College  
email: jayden.gantt@wilkescc.edu
- Gardner, Bretta B. . . . .Administrative Assistant  
A.A.S., Wilkes Community College  
email: bretta.gardner@wilkescc.edu
- Gardner, Rebekah K. . . . .WIA Youth Program Career Coach  
B.A., Elon University  
email: rebekah.gardner@wilkescc.edu
- Gentry, Bobby R. . . . . Director, Fire and Rescue Services;  
Lead Instructor, Emergency Medical Science  
B.S., North Carolina State University  
email: bobby.gentry@wilkescc.edu
- George, Barbara A. . . . . Director, Health Services Programs/Instructor  
Diploma, Jackson Memorial Hospital School of Nursing; Georgia Southwestern College  
email: barbara.george@wilkescc.edu

Gleeson, John W. . . . . Clinical Education Coordinator, Respiratory Therapy  
A.A.S., Columbus State Community College; B.S., Indiana State University  
email: john.gleeson@wilkescc.edu

Gore, Sherry A. . . . . Receptionist/Switchboard Operator  
A.A.S., Wilkes Community College  
email: sherry.gore@wilkescc.edu

Greer, Earnest L. . . . . Custodian/Maintenance  
A.A.S., Wilkes Community College  
email: earnest.greer@wilkescc.edu

Greer, Rebecca C. . . . . Director, HRD  
B.A., Mars Hill College  
email: rebecca.greer@wilkescc.edu

Hagaman, Ted S. . . . . Executive Director, Events/Hospitality  
B.S., Appalachian State University  
email: ted.hagaman@wilkescc.edu

Hall, Donna L. . . . . Human Resources Assistant  
A.A.S., Wilkes Community College  
email: donna.hall@wilkescc.edu

Hall, Steven C. . . . . Equipment Coordinator  
A.A.S., Wilkes Community College  
email: steve.hall@wilkescc.edu

Hampton, Benita D. . . . . Director/Instructor, Continuing Education Alleghany Center  
A.A.S., Wilkes Community College; Wytheville Community College  
email: benita.hampton@wilkescc.edu

Hancock, Blair M. . . . . Dean, Arts and Science  
A.B., University of North Carolina at Chapel Hill; M.A., Appalachian State University;  
Additional Graduate Studies, Appalachian State University, Western Carolina University  
and University of North Carolina at Greensboro  
email: blair.hancock@wilkescc.edu

Handy, Faye . . . . . Administrative Assistant  
A.A.S., Wilkes Community College  
email: faye.handy@wilkescc.edu

Harless, Roberta J. . . . . Retention Coordinator  
A.A.S., Wilkes Community College; B.S. and M.B.A., Gardner-Webb University  
email: roberta.harless@wilkescc.edu

Harris, Natasha P. . . . . Lead Instructor, Physical Education  
B.S., University of North Carolina at Greensboro; M.S., North Carolina A&T State  
University; Ph.D, University of Virginia  
email: natasha.harris@wilkescc.edu

Hartzog, Courtney L. . . . . WIA Youth Program Career Coach, Ashe and Alleghany  
B.S., Appalachian State University  
email: courtney.hartzog@wilkescc.edu

Hartzog, J. Dwight. . . . . Lead Instructor, Building Construction Technology  
A.A.S., Wilkes Community College; North Carolina Electrical Contractor License; North  
Carolina Plumbing Contractor License; Qualified North Carolina General Contractor  
email: dwight.hartzog@wilkescc.edu

Hastings, Jennifer R. . . . . Lead Instructor, Dental Assisting  
Diploma, Wilkes Community College; B.S., Gardner-Webb University  
email: jennifer.hastings@wilkescc.edu

Hauser, John D. . . . . Vice President of Industrial and Workforce Development  
A.A.S., Surry Community College; B.S.E.T., University of North Carolina at Charlotte;

- M.Ed., North Carolina State University; Ed.D., Appalachian State University  
email: john.hauser@wilkescc.edu
- Herman, Amber D. . . . . Public Information and Relations Officer  
A.A., Wilkes Community College; B.A., University of North Carolina at Chapel Hill  
email: amber.herman@wilkescc.edu
- Hill, Melissa G. . . . . Director of Learning Technologies and Distance Education  
A.A.S., Wilkes Community College; B.S., Gardner-Webb University; M.S., East  
Carolina University  
email: melissa.hill@wilkescc.edu
- Holman, Steven A. . . . . Instructor, Math  
A.A.S., Wilkes Community College; B.S. and M.A., Appalachian State University  
email: steve.holman@wilkescc.edu
- Housenick, Mitchell A. . . . . Radiography Program Director/Lead Instructor  
A.A.S., B.S. and M.P.H., East Tennessee State University; Ph.D., Virginia Tech University  
email: mitchell.housenick@wilkescc.edu . . . . .
- Howell, Brenda E. . . . . Senior Administrative Assistant  
A.A. and A.A.S., Wilkes Community College  
email: brenda.howell@wilkescc.edu
- Hudler, Tabitha S. . . . . Events Specialist  
B.S., Appalachian State University  
email: tabitha.hudler@wilkescc.edu
- Huffman, Crystal A. . . . . Assistant Director, Financial Services  
B.S., Gardner-Webb University  
email: crystal.huffman@wilkescc.edu
- Huggins, Janice M. . . . . Director, QEP  
B.A., Radford University; M.A., Appalachian State University; Additional Graduate  
Studies, East Carolina State University; Ed.S Appalachian State University  
email: jan.huggins@wilkescc.edu
- Hutchinson, Tam S. . . . . Instructor, Math  
B.S. and M.A., Wake Forest University; Additional Graduate Studies, University of North  
Carolina at Chapel Hill  
email: tam.hutchinson@wilkescc.edu
- Ingledeu, Thomas C. . . . . Lead Instructor, Biology  
B.S., Gonzaga University; Ph.D., University of North Carolina at Chapel Hill  
email: tom.ingledue@wilkescc.edu
- Jennings, W. Mickey . . . . . Development Sponsorship Specialist  
B.A., University of North Carolina at Chapel Hill  
email: mickey.jennings@wilkescc.edu
- Johnson, Kathy M. . . . . Administrative Assistant  
A.A.S., Wilkes Community College  
email: kathy.johnson@wilkescc.edu
- Johnson, Loretta H. . . . . Administrative Assistant  
A.A.S., Wilkes Community College  
email: loretta.johnson@wilkescc.edu
- Johnson, Scott A. . . . . Dean, Student Services  
B.S.B.A., M.A. and Ed.S., Appalachian State University  
email: scott.johnson@wilkescc.edu
- Johnson, Steven L. . . . . Events Artist Relations Manager  
A.A.S., Asheville-Buncombe Technical Community College; B.S.N., Winston Salem State  
University; M.H.S., Duke University  
email: steve.johnson@wilkescc.edu

Jordan, Kimrey J. . . . .Lead Instructor, Culinary Arts  
A.O.S., Culinary Institute of America; B.S., Empire State College State University of  
New York; Beringer School for American Chefs  
email: kimrey.jordan@wilkescc.edu

Joyner, William F. . . . . Director, Media Development  
B.A., North Carolina State University  
email: bill.joyner@wilkescc.edu

Kennedy, Hardin C. . . . . Chair, Transportation Technologies/Instructor  
A.A.S., Wilkes Community College; B.O.E., Eastern New Mexico University; ASE  
Certified Master Automotive Technician; NC DAQ Instructor; NC DMV Certified  
Instructor  
email: hardin.kennedy@wilkescc.edu

Kennedy, K. Becky. . . . . Director, Career and College Promise  
A.A.S., Wilkes Community College; B.S., Gardner-Webb University; Graduate Studies,  
Appalachian State University  
email: becky.kennedy@wilkescc.edu

Kerr, Logan G. . . . .Qualified Assistant, Law Enforcement Training  
B.S., Appalachian State University; Additional Graduate Studies, Western Carolina  
University  
email: logan.kerr@wilkescc.edu

Kilby, M. Alan . . . . . Facility Maintenance Supervisor/Technician  
email: alan.kilby@wilkescc.edu

Kilby, Melonie J. . . . . Director, Registration Services/Registrar  
B.S.C.S., University of North Carolina at Charlotte; M.B.A., Gardner-Webb University  
email: melonie.kilby@wilkescc.edu

Killian, Amy D. . . . . Assistant Director, Financial Aid  
A.A.S., Wilkes Community College; B.S., Gardner-Webb University  
email: amy.killian@wilkescc.edu

Killian, Cindy J. . . . . Chair, Business Technologies; Lead Instructor, Accounting  
B.A., Lenoir-Rhyne College; M.S., Appalachian State University; C.P.A., North Carolina  
email: cindy.killian@wilkescc.edu

Kruger, Rebecca P. . . . . Administrative Assistant  
email: rebecca.kruger@wilkescc.edu

Lackey, Timothy H . . . . .Lead Instructor, Architectural Technology  
A.A., Wilkes Community College; B.S., Appalachian State University  
email: tim.lackey@wilkescc.edu

Lakey, T. Scott . . . . . Webmaster  
A.A., Wilkes Community College  
email: scott.lakey@wilkescc.edu

Lane, Jamie S. . . . . Administrative Assistant  
A.A.S, Wilkes Community College  
email: jamie.lane@wilkescc.

Lankford, Amy T. . . . . Director, Associate Degree Nursing  
B.S.N., University of North Carolina at Wilmington; M.S.N., Western Governors  
University  
email: amy.lankford@wilkescc.edu

Little, Dan A. . . . . Director, Small Business Center  
B.A., Pfeiffer University  
email: dan.little@wilkescc.edu

Little, Miriam W. . . . . Coordinator/Instructor, Cosmetology  
Diploma, Carolina Beauty College  
email: miriam.little@wilkescc.edu

- Livingston, Cindy . . . . . Registration and Records Coordinator  
A.A.S., Wilkes Community College; B.S., Gardner-Webb University; Graduate Studies,  
Appalachian State University  
email: cindy.livingston@wilkescc.edu
- Lovelace, Teresa D. . . . . Administrative Assistant/Bookstore Clerk  
A.A.S., Wilkes Community College  
email: teresa.lovelace@wilkescc.edu
- Macemore, Kristen H. . . . . Chair, Business and Public Services Technologies;  
Lead Instructor, Paralegal Technology  
A.A.S., Wilkes Community College; B.S. and M.B.A., Gardner-Webb University  
email: kristen.macemore@wilkescc.edu
- Marsh, Charles B. . . . . Information Technology Assistant/Instructor  
A.A.S., Wilkes Community College  
email: chuck.marsh@wilkescc.edu
- Martin, Cinnamon C. . . . . Chair, Social, Behavioral, and Exercise Sciences Department;  
Lead Transfer Advisor  
B.A., North Carolina State University; M.A., Appalachian State University . . . . .  
email: cinnamon.martin@wilkescc.edu
- Mathis, Jennifer R. . . . . Lead Instructor, Medical Assisting  
A.A.S., Wilkes Community College  
email: jennifer.mathis@wilkescc.edu
- McEntire, Tracy D. . . . . Director, Human Resources  
B.S.B.A., Appalachian State University; C.P.A., North Carolina  
email: tracy.mcentire@wilkescc.edu
- McGuire, Deborah. . . . . Instructor, Computer Information Technology  
B.S., Florida State; M.S., East Carolina University  
email: debi.mcguire@wilkescc.edu
- McGuire, Jamie D. . . . . Safety and Security Manager/Instructor  
A.A.S., Wilkes Community College  
email: jamie.mcguire@wilkescc.edu
- McNeil, Iva R. . . . . Lead Instructor, Developmental Math  
B.S. and M.A., Appalachian State University; Additional Graduate Studies,  
Appalachian State University  
email: iva.mcneil@wilkescc.edu
- McNeill, Mark G. . . . . Instructor, Automotive Systems Technology  
A.A.S., Wilkes Community College  
email: mark.mcneill@wilkescc.edu
- Michael, Neil F. . . . . Facility Maintenance Technician  
email: neil.michael@wilkescc.edu
- Miles, Jere D. . . . . Lead Instructor, Simulation and Game Development  
B.S., Florida State University; M.S., Appalachian State University  
email: jere.miles@wilkescc.edu
- Miller, Nina W. . . . . Scanning Specialist  
Wilkes Community College  
email: nina.miller@wilkescc.edu
- Miller, Randall P. . . . . IT Research and Development/Backup System Administrator  
A.A.S., Wilkes Community College; B.S., East Carolina University  
email: randy.miller@wilkescc.edu
- Minton, Gregory A. . . . . Director, Law Enforcement Training  
A.A., Wilkes Community College; B.S., Appalachian State University; M.C.J., University  
of South Carolina; Ed.S., Appalachian State University; Ed.D., East Tennessee State

University  
email: greg.minton@wilkescc.edu

Mitchell, Sharon L . . . . . Instructor, English  
B.A., Appalachian State University; M.A., Western Carolina University; Additional  
Graduate Studies, Middle Tennessee State University  
email: sharon.mitchell@wilkescc.edu

Muir, Lisa N . . . . . Instructor, English  
B.A., Florida Atlantic University; M.A., Virginia Tech; Ph.D., West Virginia University  
email: lisa.muir@wilkescc.edu

Mullis, Julie A. . . . . Chair, Arts and Communication Dept.; Lead Instructor, Humanities  
B.A., University of North Carolina at Charlotte; M.A., Appalachian State University  
email: julie.mullis@wilkescc.edu

Murray, Erin L. . . . . Academic Specialist  
B.S., Western Carolina University; M.Ed., Western Carolina University  
email: erin.murray@wilkescc.edu

Myers, Tommy L. . . . . Facility Maintenance Technician  
Wilkes Community College  
email: tom.myers@wilkescc.edu

Neil, George E. . . . . Lead Instructor, Physics  
A.A.S., Brookdale Community College; B.S., Cook College, Rutgers University; M.S.T.,  
Rutgers Graduate School of Education  
email: george.neil@wilkescc.edu

O'Connell Jr., John T. . . . . Lead Instructor, Automotive Systems Technology  
A.A.S., Wilkes Community College  
email: johnny.oconnell@wilkescc.edu

Orr, Emily D. . . . . Instructor, Associate Degree Nursing  
A.A.S., Kent State University; B.S.N., Winston-Salem State University  
email: emily.orr@wilkescc.edu

Osborne, Brenda G . . . . . Chef/Instructor  
A.A.S., Wilkes Community College; Certified Working Chef  
email: brenda.osborne@wilkescc.edu

Osborne, Lynn R. . . . . Manager, Bookstore  
A.A.S., Wilkes Community College; B.S., Gardner-Webb University  
email: lynn.osborne@wilkescc.edu

Padgett, Brenda M. . . . . Custodian Supervisor  
email: brenda.padgett@wilkescc.edu

Parker, J. Andrew. . . . . Custodian  
email: andrew.parker@wilkescc.edu

Parsons, Barbara Ann. . . . . Staff Accountant  
A.A., Wilkes Community College; B.S., Appalachian State University  
email: ann.parsons@wilkescc.edu

Parsons, Denna F. . . . . Administrative Assistant  
Diploma, King's College; Wilkes Community College  
email: denna.parsons@wilkescc.edu

Pena, Jennifer L. . . . . Faculty Chairperson/Instructor  
B.S., Appalachian State University; M.A. University of North Carolina at Wilmington  
email: jennifer.pena@wilkescc.edu

Perkins, Kendra G. . . . . Instructor, Human Services/Student Services Counselor  
B.S., Meredith College; M.A. Lenoir-Rhyne University  
email: kendra.perkins@wilkescc.edu



- Perkins, Kim L. . . . . Educational Advisor  
B.S., Appalachian State University; M.Ed., North Carolina State University  
email: kim.perkins@wilkescc.edu
- Phillips, Allison L. . . . . Executive Director, WCC Endowment Corporation  
B.S., Appalachian State University  
email: allison.phillips@wilkescc.edu
- Phillips-Hauser, Robin C. . . . . Dean, Business and Public Service Technologies  
B.A., Elon College; M.S., Appalachian State University  
email: robin.phillips@wilkescc.edu
- Phipps-Boger, Jayne R. . . . . Director, Alleghany Center  
A.D.N., Rowan-Cabarrus Community College; B.S., Guilford College; B.S.N., Winston-Salem State University; M.B.A./M.H.A., Pfeiffer University  
email: jayne.boger@wilkescc.edu
- Pierce, J. Michael. . . . . Chair, Workforce Development;  
Lead Instructor, Advanced Materials  
A.A.S., Northeast Alabama Community College; B.S., Athens State University; M.S., Auburn University  
email: mike.pierce@wilkescc.edu
- Pilkenton, Rebecca L. . . . . Custodian  
A.A.S., Wilkes Community College  
email: rebecca.pilkenton@wilkescc.edu
- Pilkington, Jason . . . . . Instructor/Coordinator, Basic Skills  
B.S., Gardner-Webb University  
email: jason.pilkington@wilkescc.edu
- Pipes, J. Kelly . . . . . Director, Institutional Research, Planning and Effectiveness  
B.S. and M.P.A., Appalachian State University  
email: kelly.pipes@wilkescc.edu
- Poplin, Wesley. . . . . Chair, Continuing Education, Occupational Education and Community Services  
B.S., North Carolina State University; M.S., United States Sports Academy  
email: wesley.poplin@wilkescc.edu
- Poteat, Sam. . . . . Motor Pool  
Diploma, Wilkes Community College  
email: sam.poteat@wilkescc.edu
- Rash, Penni B. . . . . Printing Services Technician  
A.A.S., Wilkes Community College  
email: penni.rash@wilkescc.edu
- Reavis, L. Jamie . . . . . Lead Instructor, Collision Repair  
Diploma, Wilkes Community College  
email: jamie.reavis@wilkescc.edu
- Reynolds, Beth H. . . . . Chair, Developmental Studies;  
Lead Instructor, Developmental Reading and English  
B.S.B.A. and M.A., Appalachian State University  
email: beth.reynolds@wilkescc.edu
- Rhoades, Pamela D. . . . . Instructor, Associate Degree Nursing  
A.A.S., Wilkes Community College; B.S.N., Winston-Salem State University; M.S.N., Independence University  
email: pamela.rhoades@wilkescc.edu
- Rhyne, Ellen W . . . . . Instructor, Early Childhood  
B.S., Western Carolina University  
email: ellen.rhyne@wilkescc.edu

- Richards, Mark D. . . . . Events Production Technician  
email: mark.richards@wilkescc.edu
- Richardson, Nathan J. . . . . Lead Instructor, Foreign Languages  
B.A., Western Michigan University; M.A., University of North Carolina at Charlotte  
email: nathan.richardson@wilkescc.edu
- Richey, G. Alan . . . . . Lead Instructor, Psychology and Religion  
B.A., University of North Carolina at Charlotte; M. Div., Southeastern Theological  
Seminary; Additional Graduate Studies, Appalachian State University  
email: alan.richey@wilkescc.edu
- Riddle, Donna E. . . . . Lead Instructor, Horticulture/Gardener  
A.A.S., Wilkes Community College; B.A. Towson University; M.S., North Carolina A&T  
State University  
email: donna.riddle@wilkescc.edu
- Ritter, David M. . . . . Lead Instructor, Economics  
B.A., Pfeiffer University; M.S., Radford University; Ed.D., University of North Carolina at  
Greensboro  
email: david.ritter@wilkescc.edu
- Roark, Shannan M. . . . . Instructor, English  
A.A.S., Virginia Highlands Community College; B.F.A., Longwood University; M.A.,  
East Tennessee State University; B.A., Emory and Henry College; M.A., University of  
Maine  
email: shannan.roark@wilkescc.edu
- Roath, Gary W. . . . . Grounds Technician  
A.A.S., Wilkes Community College  
email: gary.roath@wilkescc.edu
- Roberson, M. Hope . . . . . Accounting Technician  
A.A.S., Wilkes Community College  
email: hope.roberson@wilkescc.edu
- Robinson, Celia H. . . . . Continuing Education Director/Instructor, Ashe Campus  
A.A., Western Piedmont Community College; B.A., Lenoir-Rhyne College  
email: celia.robinson@wilkescc.edu
- Robinson, Christopher D. . . . . Associate Vice President of Ashe Campus  
and Alleghany Center  
Wilkes Community College; B.A., University of Maryland; Bowie State University;  
Graduate Studies, Appalachian State University and Western Carolina University  
email: chris.robinson@wilkescc.edu
- Roope, Michael S. . . . . Career Counselor  
B.A., Davidson College; M.A. and Ed S., Gardner-Webb University  
email: michael.roope@wilkescc.edu
- Roten, Ricky C. . . . . WIA Business Services Representative  
A.A.S., Wilkes Community College  
email: ricky.roten@wilkescc.edu
- Roupe, Karen A. . . . . Marketing Technician/Administrative Assistant  
A.A.S., Wilkes Community College  
email: karen.roupe@wilkescc.edu
- Sales-Walker, Erica . . . . . Lead Instructor, Human Services Technology  
A.A.S., Wilkes Community College; B.S., Gardner-Webb University; M.A.,  
Appalachian State University  
email: erica.sales-walker@wilkescc.edu
- Scheuermann, Angela M. . . . . Director, SAGE  
B.A., University of North Carolina at Greensboro; M.A., Wake Forest University  
email: angela.scheuermann@wilkescc.edu

- Scott, Rebecca E. . . . . Administrative Assistant  
A.A.S., Wilkes Community College  
email: becky.scott@wilkescc.edu
- Severt, Michael H. . . . . Facility Maintenance Technician  
Wilkes Community College  
email: michael.severt@wilkescc.edu
- Shaffer, Virginia P. . . . . Director, WIA  
B.A. Appalachian State University; Teacher Certification, St. Andrew's Presbyterian  
College  
email: ginger.shaffer@wilkescc.edu
- Shaw, Sherry R. . . . . Instructor, Office Systems Technology and Business Administration  
B.S., Gardner-Webb University  
email: sherry.shaw@wilkescc.edu
- Shore, W. Jeff . . . . . Director, Occupational Training  
A.A.S., Wilkes Community College; B.S., Gardner-Webb University; M.A.,  
Appalachian State University  
email: jeff.shore@wilkescc.edu
- Shore, Wanda S. . . . . Admissions Technician  
A.A.S., Wilkes Community College  
email: wanda.shore@wilkescc.edu
- Sitek, Jason A. . . . . Case Management Counselor/WIA  
B.A., San Diego State University  
email: jason.sitek@wilkescc.edu
- Smith, Ricky W. . . . . Instructor, Heavy Equipment and Transport Technology  
Diploma and A.A.S., Wilkes Community College; B.S., Columbia Southern University;  
Cummins School on Electronics and Engines; Detroit Computer Electronics School;  
Kenworth Factory Air Conditioning School; Fuller-Eaton Transmission and Thermoking  
Refrigeration School; Rear End Update School; Ryder Preventative Maintenance School;  
Ryder Electrical and Troubleshooting School; Mack Engine School; Motivair Air A/C  
Training; Cat Electronic Engine Training; Detroit Diesel Electronic Engine Training;  
NAPA Institute Hydraulic and Braking Systems Training; ASE Refrigeration and Recovery  
and Recycling Training  
email: ricky.smith@wilkescc.edu
- Souther, Michael E. . . . . Lead Instructor, Computer Information Technology  
A.A.S., Wilkes Community College; B.S., Western Carolina University; M.A.,  
Appalachian State University; Additional Graduate Studies, Appalachian State  
University; Cisco Certified Network Associate (CCNA); Cisco Certified Academy  
Instructor (CCA); Nortel NetKnowledge Instructor  
email: michael.souther@wilkescc.edu
- Sprinkle, Dean E. . . . . Senior Vice President of Instruction  
A.S., Lees-McRae College; B.A., North Carolina State University; M.A., Western  
Carolina University; Ph.D., University of North Carolina at Greensboro  
email: dean.sprinkle@wilkescc.edu
- Staley, Bruce A. . . . . Custodian  
A.A.S., Wilkes Community College  
email: bruce.staley@wilkescc.edu
- Staley, Caitlin E. . . . . Records Manager/Continuing Education  
B.S.B.A., Appalachian State University  
email: caitlin.staley@wilkescc.edu
- Staley, Melanie C. . . . . Records Manager/Curriculum Programs  
A.A.S., Wilkes Community College  
email: melanie.staley@wilkescc.edu

- Stanley, Melissa H. . . . .Events Logistics Specialist  
A.A.S., Johnston Community College  
email: melissa.stanley@wilkescc.edu
- Stone, Richard F. . . . .Lead Instructor, Industrial Systems Technology  
A.A.S., Wilkes Community College; B.T., Appalachian State University; North Carolina  
Electrical Contractor License  
email: richard.stone@wilkescc.edu
- Taylor, Kimberly D. . . . . Accounting Clerk/Cashier  
A.A.S., Wilkes Community College  
email: kim.taylor@wilkescc.edu
- Taylor, Larry D. . . . . Instructor, Associate Degree Nursing  
A.A.S., Wilkes Community College; B.S.N., Winston-Salem State University; M.A.,  
Appalachian State University  
email: larry.taylor@wilkescc.edu
- Taylor, Stacie B. . . . . Instructor, Architectural Technology  
A.A.S., Wilkes Community College; B.S., East Carolina University  
email: stacie.taylor@wilkescc.edu
- Tetzlaff, Kim S. . . . . Lead Instructor, Office Systems Technology  
B.A., University of North Carolina at Charlotte; M.B.A., Winston-Salem State University  
email: kim.tetzlaff@wilkescc.edu
- Thompson, James W. . . . . Director, Student Success Center  
A.A., Union College; B.A., Rutgers College  
email: jim.thompson@wilkescc.edu
- Thompson, Sherry C. . . . . Director, AccessAbility Services  
A.A., Wilkes Community College; B.S.W. and M.A., Appalachian State University  
email: sherry.thompson@wilkescc.edu
- Triplett, T. Neal. . . . . Lead Instructor, Chemistry  
B.S., Appalachian State University; M.S., University of North Carolina Wilmington  
email: neal.triplett@wilkescc.edu
- Wagoner, Sheneele F. . . . .Lead Instructor, ACA and Geography  
A.A.S., Catawba Valley Community College; B.T., M.A. and Ed. S., Appalachian State  
University  
email: sheneele.wagoner@wilkescc.edu
- Wallace, Charles D. . . . . Lead Instructor, Baking and Pastry Arts  
A.O.S., The Culinary Institute of America; Additional Studies, Appalachian State  
University  
email: chuck.wallace@wilkescc.edu
- Walsh, Laura B. . . . . Instructor, Associate Degree Nursing  
B.S.N. and M.S.N., University of North Carolina at Greensboro  
email: laura.walsh@wilkescc.edu
- Whitley, Joshua L. . . . .Network and Security Administrator  
A.A.S., Wilkes Community College  
email: josh.whitley@wilkescc.edu
- Whitman, Jennifer K. . . . . Instructor, Biology  
A.A., Wilkes Community College; B.S., Appalachian State University; M.A. and Ed.S.,  
Wake Forest University  
email: jennifer.whitman@wilkescc.edu
- Wiles, Dena K. . . . . Senior Administrative Assistant  
Diploma, Wilkes Community College  
email: dena.wiles@wilkescc.edu
- Willard, Heather C. . . . . Instructor, Psychology/Counselor Student Services  
B.A., University of North Carolina at Charlotte; M.A. and Ed.S., Appalachian State

- University  
email: heather.cook@wilkescc.edu
- Wingler, Jennifer R. . . . . Accounting Clerk/Cashier  
A.A.S., Wilkes Community College  
email: jenni.wingler@wilkescc.edu
- Wingler, Michael S. . . . . Associate Vice President of Information Services  
A.A.S., Wilkes Community College; B.S. and M.S., East Carolina University; CCNA,  
CCAI  
email: michael.wingler@wilkescc.edu
- Wonsavage, Frank P. . . . . Director, High School Partnership Programs  
B.S./B.A., Appalachian State University; M.B.A., Virginia Polytechnic Institute;  
Additional Graduate Studies, Salem College  
email: frank.wonsavage@wilkescc.edu
- Woodard, Deborah R. . . . . Dean, College Readiness  
B.S., West Virginia University; M.A., University of Phoenix; LEA; CPP; Additional  
Graduate Studies, West Virginia, University, University of Maine, and Appalachian  
State University  
email: debbie.woodard@wilkescc.edu
- Woods, William D. Dean, Health Sciences; Director/Lead Instructor, Respiratory Therapy  
B.S., Appalachian State; M.A., University of Phoenix  
email: billy.woods@wilkescc.edu
- Wyatt, Alan C. . . . . Alleghany and Ashe Case Management Counselor/WIA  
B.S., Appalachian State University  
email: alan.wyatt@wilkescc.edu
- Wyatt, Jessica J. . . . . Lead Instructor, History and Political Science  
B.S. and M.A., Appalachian State University  
email: jessica.wyatt@wilkescc.edu
- York, Lisa D. . . . . Senior Administrative Assistant  
A.A.S., Wilkes Community College  
email: lisa.york@wilkescc.edu
- Younger, Lana C . . . . . Administrative Assistant  
A.A.S., Wilkes Community College  
email: lana.younger@wilkescc.edu

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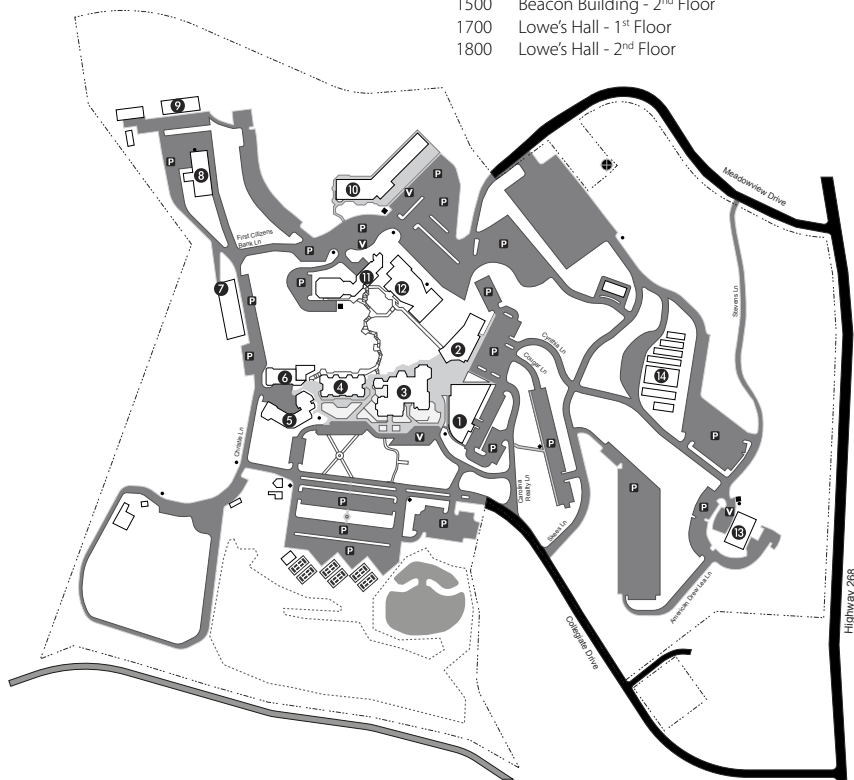
# WILKES

## COMMUNITY COLLEGE

### Wilkes Campus

Admissions.....	Alumni Hall	1st Floor
Bumgarner Gymnasium.....	Randolph Hall	1st Floor
Pardue Library.....	Alumni Hall	2nd Floor

Room #	Building
100	Thompson Hall - 1st Floor
200	Thompson Hall - 2nd Floor
300	Hayes Hall - 1st Floor
400	Hayes Hall - 2nd Floor
500	Lovette Hall
575	Classroom Building 7
600	Power Mechanics Building
700	Randolph Hall - 1st Floor
800	Randolph Hall - 2nd Floor
900	John A. Walker Community Center
1000	Daniel Hall
1100	Alumni Hall - 1st Floor
1200	Alumni Hall - 2nd Floor
1400	Beacon Building - 1st Floor
1500	Beacon Building - 2nd Floor
1700	Lowes Hall - 1st Floor
1800	Lowes Hall - 2nd Floor



- |   |                          |    |                            |    |                      |
|---|--------------------------|----|----------------------------|----|----------------------|
| 1 | Alumni Hall              | 8  | Power Mechanics            | 14 | Horticulture Complex |
| 2 | Lowes Hall               | 9  | Industrial Classroom Bldg. | P  | Student Parking      |
| 3 | Thompson Hall            | 10 | Daniel Hall                | V  | Visitor Parking      |
| 4 | Hayes Hall               | 11 | Randolph Hall              | ●  | Fire Hydrant         |
| 5 | Lovette Hall             | 12 | Bumgarner Gym              | ◆  | Security Call Box    |
| 6 | Continuing Ed Building 7 | 13 | Walker Center              |    |                      |
| 7 |                          |    | Beacon Hall                |    |                      |

